



**NEW HYDE PARK -  
GARDEN CITY PARK**  
Union Free School District

**JENNIFER MORRISON, Ed.D.**  
Superintendent of Schools

**1950 Hillside Avenue, New Hyde Park, NY 11040 • [www.nhp-gcp.org](http://www.nhp-gcp.org) • (516) 434-2305 • Fax: (516) 352-6282**

August 2018

Dear Parent or Guardian:

Children need healthy meals to learn. To that end, New Hyde Park-Garden City Park Schools will offer a healthy lunch every school day starting on the first day of school, September 5, 2018. Lunch will cost \$3.00.

Children from households that meet Federal income guidelines are eligible for free lunch or reduced price lunch. Reduced price lunch costs each eligible student \$.25. To apply for free or reduced price lunch, please complete the enclosed application, sign it, and return it to the main office of your child's school as soon as possible. Please refer to the guidelines and complete all required information when completing the application. Incomplete applications will not be approved.

To run the lunch program efficiently and minimize the handling of cash, the District offers My School Bucks, an online pre-payment system for use via credit card. The link can be found on our district website at [www.nhp-gcp.org](http://www.nhp-gcp.org) under Calendars>Lunch Menus (scroll to bottom and click on myschoolbucks). There is a \$2.49 service fee for every charge. Please be advised that the District will not issue refunds for unspent pre-paid balances for students who are not eligible for free or reduced price lunch unless the Superintendent determines that there is an extenuating circumstance, in accordance with Board Policy #5660. Any leftover balances for students who are not eligible for free or reduced price lunch will not be carried over into the next year.

If you prefer to pay with a check, please make it payable to the "NHP-GCP UFSD Lunch Fund". If you are paying in cash for one day or several days, please place the exact amount in an envelope, as no change will be given. Your child should bring this envelope in the morning and give it to the classroom teacher.

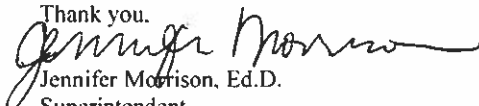
Milk (\$.25) and water (\$.75) will be available for purchase each day in the cafeteria. Please provide your child with exact change.

If your child has any food allergies, please list the allergies at the bottom of this form so that the District is aware in the event that your child is provided with a meal. If anything changes with your child's allergies, please inform the District as soon as possible. As the District cannot guarantee that food will be allergen-free or free from cross-contamination, you may wish to provide your child with lunch from home.

Our schools' food service helpers are District employees and trained to provide this service to our students.

If you have any questions, please contact the principal in your child's school.

Thank you.

  
Jennifer Morrison, Ed.D.  
Superintendent

Please sign and return to the Superintendent's Office by September 14, 2018.

I understand and acknowledge that (1) the District will not issue refunds for unspent pre-paid balances for students who are not eligible for free or reduced price lunch unless the Superintendent determines that there is an extenuating circumstance; and (2) any leftover balances for students who are not eligible for free or reduced price lunch at the end of the school year will not be carried over into the next year.

Parent's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Child's Name \_\_\_\_\_ School/Class \_\_\_\_\_ Date \_\_\_\_\_

Food Allergies: \_\_\_\_\_



## Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **New Hyde Park-Garden City Park UFSD** offers healthy meals every school day. Lunch costs **\$3.00**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.25** for lunch.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:  
**NHP-GCP UFSD 1950 Hillside Avenue, New Hyde Park, NY 11040, 516-434-2316.**
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **NHP-GCP UFSD 1950 Hillside Avenue, New Hyde Park, NY 11040, Kim Levy 516-434-2309** to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at **516-434-2316** if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a **FREE/REDUCED PRICE MEAL** application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Dr. Morrison 1950 Hillside Avenue, New Hyde Park, NY 11040, 516-434-2305.**
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

**2018-2019 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

**REDUCED PRICE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	\$ 30,451	\$ 2,538	\$ 1,269	\$ 1,172	\$ 586
3	\$ 38,443	\$ 3,204	\$ 1,602	\$ 1,479	\$ 740
4	\$ 46,435	\$ 3,870	\$ 1,935	\$ 1,786	\$ 893
5	\$ 54,427	\$ 4,536	\$ 2,268	\$ 2,094	\$ 1,047
6	\$ 62,419	\$ 5,202	\$ 2,601	\$ 2,401	\$ 1,201
7	\$ 70,411	\$ 5,868	\$ 2,934	\$ 2,709	\$ 1,355
8	\$ 78,403	\$ 6,534	\$ 3,267	\$ 3,016	\$ 1,508
*Each Add'l person add	\$ 7,992	\$ 666	\$ 333	\$ 308	\$ 154

**How to Apply:** To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Meal Service to Children With Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,



Jennifer Morrison, Ed.D.  
Superintendent of Schools



**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)****School Food Service Program**

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary students in the schools of the District.

The Superintendent or designee will have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent/guardian or from the District or upon receipt of a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the District to all families.

School officials must also determine eligibility for free/reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the State Education Department. Any student receiving federal assistance through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) is automatically eligible for free meals and milk. There is no need for these families to complete further applications. The District will notify parents/guardians of such eligibility, giving them the opportunity to decline free meals and milk if they so choose.

Procedures for the administration of the District's free and reduced price meal program will be the same as those prescribed in current State and federal laws and regulations and will be in accordance with all applicable Board policies and regulations.

The District's meal charge policies and procedures, including this policy, will be distributed to all households and applicable staff in writing at the start of each school year and to new households that transfer into the District during the school year.

**Child Nutrition Program**

Since the District participates in the Child Nutrition Program, the Board approves the establishment of a system to allow a student to charge a meal.

**Meal Charges and Prohibition Against Meal Shaming**

This policy establishes procedures for the District to address unpaid meal charges and instances when a student does not have enough funds to pay for a meal in a manner that does not shame or treat the student differently from a student whose parent/guardian does not have unpaid meal fees.

(Continued)

### Free and Reduced Price Meals

The District will administer its free and reduced price meal program in accordance with the applicable State and federal laws and regulations.

### Charging Meals

The Board allows students to charge meals and authorizes the Superintendent to develop regulations regarding these charges and regarding unpaid meal charges.

Students who are eligible for a free meal may receive a free lunch of their choice every day. *A la carte* or other similar items must be paid or prepaid.

Students who are eligible for a reduced price meal may receive a lunch of their choice at the District's reduced price meal rate. *A la carte* or other similar items must be paid or prepaid.

Students are allowed to pay for a reduced price or full price meal with cash or with a debit card provided by the District and funded by the student's parent/guardian. After a student's pre-paid account balance has reached zero, the student is allowed to charge a meal of his/her choice of the available reimbursable meal choices for that school day, unless the student's parent/guardian has provided the school with written permission to withhold a meal. These charged meals must be reimbursable meals available to all students and not *a la carte* items, adult meals, snacks or other similar items.

The District's computer-generated point of sale system will identify and record all meal charges and payments.

Parents/guardians may pay for meals in advance via <https://www.mySchoolBucks.com> or with a check made payable to "NHP-GCP UFSD Lunch Fund." Further details are available on the District's website at <https://www.nhp-gcp.org> (click on "Calendars" and then "Lunch Menus"). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day.

### Parent/Guardian Notification and Outreach

- a) The District will discretely notify a student's parent/guardian if the student's pre-paid account balance reaches the value of two meals to give the parent/guardian ample time to replenish the account before going negative.
- b) The District will discretely and promptly notify a student's parent/guardian when the student's pre-paid account has a negative account balance and will thereafter continue to provide the parent/guardian with this notification, along with a statement of the amount due, at regular intervals, as determined by the District, until the account is replenished.
- c) The District will not charge interest or fees in connection with any meals charged.
- d) If a student has a negative balance of five or more meals, the District will (i) discretely notify the student's parent/guardian of the negative balance; (ii) attempt to determine if the student is directly certified to be eligible for free meals; (iii) make at least two documented attempts, in addition to the application and instructions provided in a school enrollment packet, to contact the

(Continued)



Non-Instructional/Business  
Operations

student's parent/guardian to have the parent/guardian complete an application for free and/or reduced price meals; and (iv) contact the parent/guardian to offer assistance with completing an application for free or reduced price meals, to determine if there are any other issues within the household causing the insufficient funds and to offer any other appropriate assistance.

- e) The District will not issue a refund for unused account balances unless the Superintendent determines that there is an extenuating circumstance (for example, a student will receive a refund if the student's account was funded before the student is designated to receive free meals). Parent/guardians will be notified each school year via a letter from the Superintendent reminding them of the District's policy regarding balance refunds so that they are careful not to overfund their accounts.
- f) Students who do not receive reduced price meals may not carryover pre-paid account balances from one school year to the next and, therefore, any unused funds after the conclusion of the school year or after the student graduates or otherwise leaves the District become property of the District. Parents/guardians will be notified each school year via a letter from the Superintendent reminding them of the District's policy regarding balance carryovers so that they are careful not to overfund their accounts.

Unused funds remaining at the end of the school year in the pre-paid account for a student approved for reduced price meals will be carried over to the next school year, unless the District decides to issue the parent/guardian a refund at the conclusion of the school year. A student approved for reduced price meals who has unused funds in the pre-paid account upon the student's graduation from the District's schools or when the student otherwise leaves the District will receive a refund of those unused funds.

- g) The District will carry over unpaid school meal debt from one school year to the next. The District may attempt to collect unpaid school meal debt from a student's parent/guardian and may engage in collection activities, including commencing legal action against the student's parent/guardian. The District will not retain the services of a debt collector, as defined by the federal Consumer Credit Protection Act (15 U.S.C. § 1692a[6]).
- h) If a student repeatedly comes to school without funds in the student's pre-paid account, without a meal provided by the family and without cash to purchase a meal, District administration may take appropriate action, including contacting Social Services.

The District's meal charge policies and procedures, including this policy, will be distributed to all households and applicable staff in writing at the start of each school year and to new households that transfer into the District during the school year.

**Minimizing Student Distress or Embarrassment**

- a) The District will not publicly identify or stigmatize a student who cannot pay for a meal or who has unpaid meal debt by, for example, discussing outstanding meal debt in the presence of other students or requiring that the student wear a wristband or hand stamp.
- b) The District will not require a student who cannot pay for a meal or who has unpaid meal debt to throw away a meal after it has been served, do chores or work to pay for meals.

(Continued)

Non-Instructional/Business  
Operations

- c) The District will communicate directly with the student's parent/guardian who is responsible for providing funds for meal purchases and will not take any action directed at a student to collect unpaid school meal fees.

**Ongoing Eligibility Certification**

- a) The District will provide parents/guardians with applications for free and reduced price meals, including instructions on how to complete the applications, at the beginning of each school year in every school enrollment packet or, if the school uses an electronic meal application, the District will include in school enrollment packets an explanation of the electronic meal application process and instructions for how parents/guardians can request a paper application at no cost.
- b) The District will conduct direct certification, which may be with NYSSIS or the NYSD Roster Upload, at least three times per year.
- c) The school liaison(s) or coordinator(s) for homeless, foster and migrant students will coordinate with the District's Cook Manager to ensure that these students receive free school meals in accordance with federal law.
- d) If the District becomes aware that a student for whom a meal application has not been submitted is eligible for free or reduced price meals, the District will complete and file an application for the student in accordance with federal law. The District will use this administrative prerogative judiciously and only after a student has accrued at least five unpaid meal charges and after the District has used exhaustive efforts to obtain a completed application from the parent/guardian, including those efforts set forth above in paragraph "d" under "Parent/Guardian Notification and Outreach."

**Staff Training**

All relevant District staff, including food service staff members, who have responsibilities pursuant to this policy will be trained on an annual basis on the provisions of this policy and on all other related Board policies and regulations to ensure that this policies and all related Board policies and regulations are carried out correctly. This training will include ongoing eligibility certification for free or reduced price meals and the manner in which parents/guardians will be provided with assistance in establishing eligibility for free or reduced-price meals for their children. This training may be conducted through the NYSED Webinar.

**Prohibition Against Adults Charging Meals**

Adult sales may only take place if the District obtains a sales tax identification number.

**Restriction of Sweetened Foods in School**

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

(Continued)

Non-Instructional/Business  
Operations

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

**Restrictions on Sale of Milk Prohibited**

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

**Food Substitutions for Children with Disabilities**

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

**Food Substitutions for Nondisabled Children**

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

**HACCP-Based Food Safety Program**

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on *either* traditional HACCP principles *or* the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item.) Regardless of the implementation option that is selected, the District's written food safety program must also include: critical control points and

(Continued)

Non-Instructional/Business  
Operations

critical limits; monitoring procedures; corrective actions; verification procedures; recordkeeping requirements; and periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265  
Child Nutrition Act of 1966, 42 USC Section 1771, *et seq.*  
Richard B. Russell National School Lunch Act 1946, 42 USC Section 1751, *et seq.*  
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794, *et seq.*  
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485  
15 USC Section 1692a(6)  
7 CFR Parts 15B, Part 210 and 220  
Education Law Sections 902(b), 908, 915, 918, 1709(22) and 1709(23)  
8 NYCRR Sections 200.2(b)(1) and 200.2(b)(2)

Adopted: 11/10/08

Revised: 12/12/11; 6/8/15; 6/12/17