

**FREE AND REDUCED PRICE MEAL VERIFICATION PROCEDURE**

1. Each school year, after October 31<sup>st</sup>, the District Office, or the District Administrator's designee, shall complete a list of all free meal recipient families including the following information:
  - A. Name and address of qualifying family
  - B. Name of all household members
  - C. Social security numbers of all adult household members or an indication that an adult has no social security number
  - D. Total household income
2. Recipient families whose eligibility will be verified will be selected free of discrimination due to race, sex color, national origin, religion, age, or handicap. The number of recipient families, as well as the names of the recipient families, will be randomly selected by the Department of Public Instruction computer program used by state school districts.
3. Selected households will be notified via a letter sent them. They will also receive a sheet of verification documentation information to aid them, and form letters that they might use to get verification from food stamp and/or social security officials.
4. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. Notice will be sent, allowing ten (10) school days of the benefit to continue following the date of notice.
5. Households given notice of termination have ten (10) days to appeal the termination to the District Office. The termination notice will include the details regarding an appeal.
6. Each year the District Office will file a document showing the following information:
  - A. A summary of the verification efforts
  - B. The total number of applications on file on October 31<sup>st</sup>
  - C. The percentage or number of applications verified
  - D. The dates notices were sent
  - E. Notes on any contact made
  - F. The results of verification
  - G. The reasons for any denial or change of eligibility
  - H. The signature of the verifying official conforming that verification records are accurate
7. Records will be kept for three years following the close of the fiscal year.
8. A family's rights of privacy will be respected and maintained during the verification process.

Adopted: January 10, 1984  
Revised: January 10, 2005, October 14, 2013

Legal Administrative Code: PI 3.55 – 3.63  
References: Wisconsin Statutes: 115.34; 115.345; 120.10(16); 120.13(10)