

FREE AND REDUCED PRICE MEAL VERIFICATION PROCEDURE

1. Each school year, between October 1 and November 15, the District Office or the District Administrator's designee shall complete a verification process of all free and reduced meal recipient families.
2. Recipient families, whose eligibility will be verified, will be selected free of discrimination on the basis of race, color, national origin, sex, age, disability, and the reprisal or retaliation for prior civil rights activity. The number of recipient families, as well as the names of the recipient families, will be randomly selected by the process outlined by the Department of Public Instruction.
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 may use to get verification from their employer, Social Security, and/or FoodShare officials.
4. If a selected household does not provide the requested 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 submit a Verification Collection Report, to the Department of Public Instruction, by February 1. For auditing purposes, the following information is kept on file for three years following the close of the fiscal year.
 - A. A summary of the verification efforts
 - B. The total number of applications on file on October 1st
 - 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. 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, February 10, 2020

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