

## SUPPORT SERVICES

File: EFB-R

### FREE AND REDUCED PRICE FOOD SERVICES

1. The Charlottesville City school division will provide free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program, and the Special Milk Program.
2. School officials will determine student eligibility based on guidelines established by federal law. Eligible students will be provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available.
3. The Nutrition Services Specialist, under the direction of the Assistant Superintendent for Administrative Services, will establish rules and procedures as needed to implement these regulations.
4. The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk will be publicly announced at the beginning of each school year and provided to parents of all children in attendance at Charlottesville City public schools.
5. The [forms necessary to determine eligibility](#) shall be provided to all students and their parents/guardians. Additional copies will be available at the Central Administration offices, in each school office and in the Administrative Services Handbook.
6. Each principal shall assign a staff member the responsibility of assisting any parent with the completion of the eligibility form if assistance is needed. The staff member shall not answer the questions for the parent but may assist the parent with comprehension of the question.
7. The students who participate in the free or reduced-cost meals and milk programs will not be overtly identified, distinguished, or served differently than other students.
8. No information about the free or reduced-cost status for a student may be shared with other staff members without direct approval from the Superintendent or designee and without an expressed educational purpose such as identification of economic status for Standards of Learning assessments and subgroup designations.

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Legal References: Code of Virginia, 1950, as amended, section 22.1-207.3  
8 VAC 20-290-10

National School Lunch Act, as amended (42 USC 1751 et. seq.,  
1771 et. seq)

7 C.F.R. §§ 210.9, 220.20, 245.5, 245.8