

Free and Reduced Price Policy Statement  
for  
National School Lunch, School Breakfast, and/or  
Special Milk Programs offering Free Milk  
Iowa Department of Education

The School Food Authority (SFA) in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and/or the Special Milk Program (SMP) with the free milk option, must have a free and reduced price policy statement on file. This Free and Reduced Price Policy Statement is a permanent document, subject to amendments whenever the SFA makes a substantive change.

Name of School Food Authority (SFA): Dunkerton Comm School District

Agreement Number: 19080000

The School Food Authority (SFA) assures the State agency (SA) that it will uniformly implement the following policies in administering the program(s) in schools/sites under its jurisdiction. In fulfilling these responsibilities, the SFA assures the SA that:

- 1) The official position designated to make eligibility determinations is indicated on the Organization Application in IowaCNP, identified as the Determining Official.
- 2) The SFA assures the State agency that the SFA will determine free and reduced price eligibility in accordance with the current Income Eligibility Guidelines (IEGs). The eligibility standards used by the SFA conforms to U.S. Department of Agriculture family size and income standards for free and reduced price meals or free milk.
- 3) The SFA will access and process a Direct Certification in July of each year and twice a month from August to June. The SFA must provide households with notification that their children are eligible for free or reduced-price meals through Direct Certification, and that no application for benefits is required. SFAs must extend free or reduced price benefits, when applicable, to all children in the household.
- 4) SFAs should distribute and make available to each child's parents or guardians a paper or online letter and application form for free and reduced price school meals. These forms shall be distributed at or about the beginning of each school year (not before July 1) and after the first Direct Certification match has been concluded. Interested parents or guardians are responsible for filling out the application and submitting it to the school for review. Such applications and documentation of eligibility determinations made will be maintained on file for a minimum period of three years following the end of the school year to which they pertain. Applications

may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal application materials regardless of the time of year the child is registered. If a child transfers from one school to another, the child's eligibility will be transferred and honored by the receiving school with collection of the proper documentation.

5. A foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Children in foster care as household members can help other children in the household qualify for free or reduced price meals. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster child from receiving free meal benefits.
6. Households with children who are categorically eligible under Other Source Categorically Eligible Programs applies to migrant, runaway, homeless and foster children are eligible for free meals. Children enrolled in Head Start or enrolled in an eligible pre-kindergarten program with eligibility criteria identical to or more stringent than Federal Head Start are also categorically eligible for free meals should contact the school for assistance in receiving benefits and mark the relevant box on the application to indicate their status. The SFA will work with the school's homeless/migrant liaison, foster point of contact, or other individual that oversees Other Source Categorically Eligible Programs to determine eligibility.
7. The SFA will ensure there are no barriers for participation in the Child Nutrition Programs for Limited English Proficient (LEP) families. The SFA is required to communicate with parents and guardians in a language that they can understand throughout the certification and verification process.
8. The SFA will use the SA prototypes of the Letter to Households, Application for Free and Reduced Price Meals or Free Milk, Notification of Direct Certification Eligibility, Notification for Approval or Denial of Benefits; Notification for Verification, Notification of Adverse Action and the media release. In the event the SFA chooses to create their own eligibility documents in accordance with the criteria identified in 7 CFR Part 245.5 and 7 CFR Part 245.6, the SFA will provide copies to the SA for approval prior to use. Prototype documents are provided by the SA annually.
9. The SFA will abide by the hearing procedure set forth in 7 CFR Part 245.7. A family can appeal a decision made by the SFA with respect to an application the family has made for free or reduced price meals or for free milk. The SFA shall establish a hearing procedure under which:
  - (A) A family can appeal a decision made by the SFA with respect to an application the family has completed for free or reduced price meals or for free milk, and

- (B) The hearing procedure shall provide that:
- (i) A simple, publicly announced method will be used for a family to make an oral or written request for a hearing;
  - (ii) The family will have an opportunity to be assisted or represented by an attorney or other person;
  - (iii) The family will have an opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal;
  - (iv) That the hearing shall be held with reasonable promptness and convenience for the family, and that adequate notice shall be given as to the time and place of the hearing;
  - (v) The family will have an opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
  - (vi) The family will have an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
  - (vii) The hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference;
  - (viii) The decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
  - (ix) The family and any designated representative shall be notified in writing of the decision of the hearing official;
  - (x) A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the parties concerned of the decision of the hearing official; and
  - (xi) That the written record of each hearing shall be preserved for a period of three years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

10. If a family requests a hearing, the child shall continue to receive free or reduced price meals or free milk until a decision is rendered.
11. The SFA will distribute the public release at the beginning of each school year to local news media, the unemployment office, and any major employers contemplating large layoff in our area. The public release is annually provided by the SA.
12. The SFA assures the method used to collect payments from children paying the full price of the meal or milk or the reduced price of the meal will prevent the overt identification of the children receiving free or reduced price meals or milk. The method of collection is identified on the Site Application in IowaCNP.

13. SFAs selling competitive foods during a meal service will ensure that the cafeteria and meal service prevents overt identification of the children receiving the free or reduced price meals or free milk.
  - a) Limit competitive foods to those also offered as part of reimbursable meals on the reimbursable lunch lines;
  - b) Offer competitive foods in the same area as reimbursable meals are offered;
14. The SFA will take measures to prevent disclosure of confidential free and reduced price eligibility information as required under 7 CFR 245.6.
15. The SFA will take actions that are necessary to ensure compliance with the following nondiscrimination practices for children eligible to receive free and reduced price meals or free milk as required under 7 CFR 245.8.
  - a) The names of the children shall not be published, posted or announced in any manner;
  - b) There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means;
  - c) The children shall not be required to work for their meals or milk;
  - d) The children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance or consume their meals or milk at a different time;
  - e) When more than one lunch or breakfast or type of milk is offered which meets the meal requirements, the children shall have the same choice of meals or milk that is available to those children who pay the full price for their meal or milk.

I Certify that I have read and understood the information presented on this Free and Reduce Price Policy Statement. I understand that this information is in connection with the receipt of Federal funds and that deliberate action to withhold this information may subject me to prosecution under applicable State and Federal laws.

Name of Authorized Representative: Karen Bartholomew

Signature of Authorized Representative: Karen Bartholomew  
Karen Bartholomew (May 15, 2025 10:20 CDT)

Date:

Name of State Agency Representative: Patti Harding

Signature of State Agency Representative: Patti Harding  
Patti Harding (May 20, 2025 07:35 CDT)

***Please keep this permanent document on file with other program documents.***

## USDA Nondiscrimination Statement (Revised 2-15-23)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, contact the Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

4/2025

Signature: Patti Harding

Email: [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov)