

**SCHOOL DISTRICT OF BAYFIELD**

760-Rule

**VERIFICATION PROCEDURES FOR  
FREE AND REDUCED PRICE MEALS**

In accordance with federal requirements, the following procedures shall be utilized in the free and reduced price meal verification process:

1. Each school year, after October 31, the number of approved free and reduced price meal applications will be totaled. Three percent of this total will be computed to determine the number of verifications to be completed each year.
2. A random sample procedure will be used to select the three percent of families to verify.
3. Recipient families whose eligibility will be verified will be selected free of discrimination.
4. Selected households will be notified via a letter sent to them. They will also receive a sheet of verification documentation to assist them in submitting proper data.
5. 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 10 school days of the benefit to continue following the date of notice.
6. Households given notice of termination have 10 days to appeal the termination to the authorized representative. The termination notice will include the details regarding an appeal.
7. The authorized representative is responsible for meeting federal reporting and records requirements.
8. A family's rights of privacy will be respected and maintained during the verification process.

APPROVED: October 12, 1992