

2016-2017

**SUMMARY OF AGREEMENT TO PARTICIPATE IN NATIONAL SCHOOL LUNCH  
AND BREAKFAST PROGRAMS  
AND  
FREE AND REDUCED PRICE LUNCH AND BREAKFAST PROGRAM**

This agreement is made between the local school division and the Virginia Department of Education (VDOE) in conjunction with the United States Department of Agriculture (USDA.) In electing to participate in the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP), the division is required to abide by rules and regulations as set forth by VDOE and USDA. In return, the division is reimbursed a portion of the price of each meal served.

Along with the NSLP and NSBP, the division also participates in the Free and Reduced Price Lunch and Breakfast Programs whereby economically disadvantaged children are able to receive both meals either free or at a reduced rate, depending upon family income.

In the NSLP and NSBP, the school food service is operated as nonprofit and revenues are to be used only for the operation or improvement of the school nutrition services.

Administrative requirements for recordkeeping and reporting are set forth in the agreement.

Meals must meet standards as set by USDA in order for reimbursement to be made.

In the Free and Reduced Price meals programs, eligibility is determined by family size and income. Direct certification is accomplished for some children before school begins using information supplied by the Department of Social Services through VDOE and those parents are notified that they are not required to complete an application. Homeless, Foster children and Early Childhood students are also approved as direct certification and are not required to have an application on file. A list is provided by the Director of Instruction for Homeless and Foster children.

Each school provides a list of the early childhood students to the Division Cafeteria Manager and these students are marked as Early Childhood Direct certification in the computer.

Families that list "no income" on the application are now approved for the entire school year instead of submitting a new application every forty five days. Applications are sent home with every child on the first day of school so that any child who has not been directly certified may apply.

The cafeteria Enterprise computer system was upgraded in May of 2012. We are now online and as a student application is approved by the central office, the status of that student is sent immediately to the school instead of being exported to the school at the end of the day.

**The division must submit in this agreement the written collection procedures which are followed in order to avoid identification of children who receive free or reduced price meals.**