

Summer Food Service Program  
**Additional Assurances for Camps and Other Enrollment  
Programs that Charge Separately for Meals**

As required in Section V of this application, the sponsoring organization assures the Texas Department of Agriculture (TDA) that:

1. The method of collecting meal payments will protect the anonymity of children who receive free meals.
2. The organization has or will establish a hearing procedure for families wishing to appeal a denial of an application for free meals, which provides the following:
  - A. That a simple, publicly announced method will be used for a family to make an oral or written request for a hearing;
  - B. That the family will have the opportunity to be assisted or represented by an attorney or other person;
  - C. That the family will have the opportunity to examine the documents and records supporting the decision being appealed both before and during the hearing;
  - D. That the hearing will be reasonably prompt and convenient for the family;
  - E. That adequate notice will be given to the family of the time and place of the hearing;
  - F. That the family will have an opportunity to present oral or documentary evidence and arguments supporting its position;
  - G. That the family will have an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness;
  - H. That a hearing will be conducted and the decision made by a hearing official who did not participate in the action being appealed;
  - I. That the decision will be based on the documentary evidence presented at the hearing and made part of the record;
  - J. That the family and any designated representatives will be notified in writing of the decision;
  - K. That a written record will be prepared for each hearing, which includes the action being appealed, any documentary evidence and a summary of oral testimony presented at the hearing, the decision and the reasons for the decision, and a copy of the notice sent to the family; and
  - L. That the written record will be maintained for a period of three years following the conclusion of the hearing, during which it will be available for examination by the family or its representatives, and officials of TDA, the United States Department of Agriculture and other relevant officials as determined by TDA at any reasonable time and place.
3. If a family requests a hearing, the child(ren) will continue to receive free meals until a decision is rendered.

**Collection of Payment Options for  
Programs that Charge Separately for Meals  
(Camps and Other Enrollment Programs Only)**

**Note:** Check the collection procedure that you will use.

**Collection Procedure 1**  
Each day, children can buy tickets in the food service manager's office, but they do not receive the tickets. The food service manager sends the purchased tickets and tickets for free meal recipients to the site each day. The site supervisor distributes the tickets just before meal time. The tickets are coded for accounting purposes.

**Collection Procedure 2**  
Each day, children pay for their meals in an office. A list with the names of all children who paid or are eligible for free meals is prepared and sent to the meal service area. A staff member who knows the children checks the names as children pass through the line or otherwise receive their meal. After the service of the meal, the list is returned to the office for accounting purposes. This method works only in a small site where the staff member knows all the children.

**Collection Procedure 3**  
The site supervisor gives each child an envelope for daily, weekly, session or monthly payments. Children return the envelopes with the payment enclosed, or empty if eligible for free meals. The envelopes are collected in the office and coded tickets are issued to each child.

**Collection Procedure 4**  
Parents pay in advance by the month or session. Each site supervisor receives a list of those children who have paid. The site supervisor marks the list as paid for children who receive free meals. Only the bookkeeper knows which children receive a free meal. The site supervisor keeps daily records of each child served and sends the records to the office for accounting purposes.

**Collection Procedure 5**  
Meal payments are collected in the office. Payments can be made by children or parents on a daily, weekly, session or monthly basis. The secretary records payments and knows which children qualify for free meals. At the sites, the secretary distributes identical tickets labeled only with the children's names. Since the parents may make payments, even children who receive free meals may not know whether their meals are free or paid.

**Collection Procedure 6**  
Parents are billed monthly or by session for paid meals their children are served. Parents mail in all payments. All participating children receive a coded ticket each month, which is punched at each meal service. At the end of the month, the tickets are collected and a clerk calculates the amount to be billed.

**Collection Procedure 7**  
**Other:** Explain in detail; use an attachment if more space is required.  
**Note:** The sponsor must ensure that this method prevents the overt identification of children receiving free meals.