

**Free and Reduced Price Meal Policy Statement
(For Contractors that Charge Separately for Meals)**

Name of Contractor	Vendor ID No.	Program No. TX
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The contractor assures the Texas Department of Agriculture (TDA) that the contractor will implement the following policy in determining the eligibility of children for free and reduced-price meals at the sites under their jurisdiction.

In fulfilling its responsibilities, the contractor agrees to:

- a. Serve meals free or at a reduced charge to children from families meeting the eligibility criteria as determined by Form H4504, Standards for Determining Free and Reduced-price Eligibility.
- b. Have individual family date, using Form H1531, on all children claimed in the free or reduced-price category. The date must include family size and income to determine eligibility for free and reduced-price meals.
- c. Distribute the letter to parents (Form H1625) to inform them of the procedures for applying for free or reduced-price meals.
- d. Collect meal payments in a way that prevents the overt identification of children receiving free or reduced-price meals.
- e. For a reduced price meal, charge no more than 40 cents for a lunch or supper, 30 cents for a breakfast, and 15 cents for a supplement.
- f. Prohibit discrimination against recipients of free or reduced-price meals and against any children on the basis of race, color, national origin, sex, age or disability.
- g. Establish a hearing procedure for use when benefits are denied or terminated.

Contractors must establish a hearing procedure that includes:

1. A simple, publicly announced method for a family to make an oral or written request for a hearing.
2. An opportunity for the family to be assisted or represented by an attorney or other person in presenting its appeal.
3. An opportunity, before and during the hearing, to examine the documents and records presented to support the appealed decision.
4. An assurance that the hearing will be held with reasonable promptness and convenience to the family and that adequate notice of the time and place of the hearing is given to the family.
5. An opportunity for the family to present oral or documentary evidence and arguments supporting its position.
6. An opportunity for the family to question or refute testimony or other evidence and to confront and cross-examine adverse witnesses.
7. Assurance that the hearing is conducted and the decision made by a hearing official who did not participate in making the appealed decision.
8. Assurance that the decision of the hearing official is based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
9. Assurance that the family and any designated representative are notified in writing of the decision of the hearing official.
10. Assurance that a written record of the hearing is prepared that includes the appealed decision; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons for the decision; and a copy of the notification to the family of the hearing official's decision.
11. Assurance that the written record of each hearing is kept for three years and 90 days and is available for examination by the family or its representative(s) at any reasonable time and place during the three years.

Charge to Children for Meals:

	Breakfast	Lunch	Supper	Supplement
Full Price				
Reduced Price				

Collection Procedures Used for Meal Payments (see Form H4515 - Attachment).....

Procedure No.

Signature

Date