

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

**Section I – Contractor**

Name of Contractor	Vendor ID No.	Program No. <b>TX -</b>
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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 adult participants 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 adults meeting the eligibility criteria as determined by the Form H4504, Standards for Determining Free and Reduced-Price Eligibility.
- B. Have household data, using Form H1652, Application for Meals in Adult Day Care Centers, on all adults claimed in the free or reduced-price category. The data must include household size and income to determine eligibility for free and reduced-price meals.
- C. Distribute Form H1661 to participants to inform them of the procedures for applying for free or reduced-price meals.
- D. Collect meal payments in a way that prevents overt identification of participants receiving free or reduced-price meals.
- E. For a reduced price meal, charge no more than 40¢ for a lunch or supper, 30¢ for a breakfast, and 15¢ for a supplement.
- F. Prohibit discrimination against recipients of free or reduced-price meals and against any participant 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. **The hearing procedure must include:**
  - 1. A simple, publicly announced method for a participant to make an oral or written request for a hearing.
  - 2. An opportunity for the participant 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 appeal decision.
  - 4. An assurance that the hearing will be held with reasonable promptness and convenience to the participant and that adequate notice of the time and place of the hearing is given to the participant.
  - 5. An opportunity for participant to present oral or documentary evidence and arguments supporting their position.
  - 6. An opportunity for participant to question or refute testimony or other evidence and to confront and cross-examine adverse witnesses.
  - 7. Assurance that the hearing is conducted and 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 participant 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 participant 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 participant or its representative(s) at any reasonable time and place during the three years and 90 days.

**Section II – Charge to Participants for Meals:** Enter the prices that will be charged for meals to participants who are not

eligible for free meals.	BREAKFAST	LUNCH	SUPPER	SUPPLEMENT
Full Price				
Reduced Price				

**(continued)**

