1. **SCOPE:**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This procedure discusses the free and reduced lunch applications process that is used for Saint Louis Public Schools.

1. **RESPONSIBILITY:** 
   1. Director of Food Services – Operations
2. **APPROVAL AUTHORITY:**

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Signature Date

* 1. Director of Food Services – Operations

1. **DEFINITIONS:**
   1. SLPS – Saint Louis Public Schools
   2. DESE – Department of Elementary and Secondary Education
   3. OFS – Office of Food Service
   4. V/BOSS – Information system at OFS
2. **PROCEDURE:**
   1. A public release is made stating applications are available after SLPS receives approval on the application from DESE.
   2. OFS prints and distributes applications to school sites.
   3. At the beginning of the school year, the district and/or sites distribute the application to all students and request that the completed applications be returned to the school site.
   4. Sites and/or OFS review applications for completeness.
   5. If the application is complete, it is approved by the process team at OFS.
   6. If it is incomplete, it is returned to the student to take home and complete.
   7. The completed application is entered in V/BOSS and status letters are delivered to students to notify them of the results of the application.
   8. Class rosters are created weekly with updated listings and status codes. Students eligible from prior year maintain their eligibility for the first 30 days of the current school year.
   9. If an applicant disputes the decision, an appeal process and hearing will commence.
   10. The total number of applications on file as of October will be kept for state verification.
3. **ASSOCIATED DOCUMENTS:**
   1. Free and Reduced Lunch applications.
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Free and reduced lunch applications | Electronic | 4 years | Discard as desired | Password protected |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 04/02/08  05/24/11 | B | Initial Release  Updated |

**\*\*\*End of procedure\*\*\***