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 direct certification process for free and reduced lunch that is used for Saint Louis Public Schools.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

* 1. Director of Food Services – Operations

1. **DEFINITIONS:**
   1. SLPS – Saint Louis Public Schools
   2. MDSS – Missouri Department of Social Service
   3. LEA – Local Educational Agency
   4. DESE – Department of Elementary and Secondary Education
2. **PROCEDURE:**
   1. In July, the MDSS obtains a file from DESE of students currently eligible to receive food stamps or temporary assistance and provides it to LEA.
   2. The MDSS provides a list of students who are eligible based on a list of zip codes submitted to DESE by the LEA.
   3. The LEA receives a list of students who are certified as eligible for free meals based on a verifiable match with MDSS.
   4. LEA certifies eligible students enrolled for free meals based on the verifiable match with the MDSS.
   5. LEA notifies parents by August of the students who are eligible to receive free meals.
3. **ASSOCIATED DOCUMENTS:**
   1. Eligible student list
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Eligible student list | Electronic | 4 years | Discard as desired | Password protected |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 04/02/08  5/24/11 | B | Initial Release  Updated |

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