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 verification process for free and reduced lunch 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. LEA – Local Educational Agency
	3. DESE – Department of Elementary and Secondary Education
2. **PROCEDURE:**
	1. DESE regulations mandate that 3% of the free and reduced applications be randomly selected for verification.
	2. LEA runs a query based on the applications as of October 1 to determine the number processed and the schools to be verified.
	3. LEA mails letters to the homes of the students selected for verification requesting income verification data.
	4. Parents have 10 calendar days to respond with income data that is validated against the original application.
	5. If validated, there is no status change.
	6. If verification does not meet income eligibility, or if the parent does not respond, LEA will mail a letter to notify the parent that their child’s free and reduced eligibility is denied with the specific reason.
	7. After the verification process is over, parents may continue to send in proof of income with an application in order to qualify for free and reduced price meals.
3. **ASSOCIATED DOCUMENTS:**
	1. Free and Reduced Applications.
	2. Income verifications.
	3. Denial Letters
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Free and Reduced Applications | Electronic | 4 years | Discard as desired | Password protected |
| Income verifications |  |  | Discard as desired | Password protected |
| Denial Letters |  |  | Discard as desired | Password protected |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 04/02/085/24/2011 | B | Initial ReleaseUpdated |

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