



**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
POLICY STATEMENT FOR FREE AND REDUCED-PRICE MEALS
Pricing Policy Statement**

In accordance with 7 CFR §226.23(c), an independent center and sponsoring organization which charge separately for meals, shall develop a policy statement for free and reduced-price meals. Pricing Program meals will be served free and at reduced-price according to information submitted by households on the CACFP Income Eligibility Form (IEF).

Institution Name:	Agreement #:
Address:	

Policy Statement – Pricing Program:

1. Describe the criteria, which conform to USDA income standards for Child Nutrition Programs, used by the Organization to determine eligibility for free and reduced-price meals:
2. Describe Organization and site procedures to accept Income Eligibility Forms (IEF) that protect privacy of private data on individuals. Identify the position of the staff person who is designated to make eligibility determinations for meal benefits (attach a copy of the form used):
3. Describe the method Organization uses to collect payments from those participants paying the full or reduced-price, which will protect the anonymity of the participants receiving full or reduced-price meals:
4. Organization assures DDOE that:
 - a. There will be no overt identification of free and reduced-price meal recipients and no discrimination against any participant on the basis of race, color, national origin, sex, age, or disability.
 - b. Charges for reduced-price meals will not exceed 40 cents for a lunch or supper, 30 cents for a breakfast, and 15 cents for a supplement (snack).
 - c. Organization will establish a hearing procedure, for use when meal benefits are denied or terminated as a result of verification, that meets the following requirements:
 - i. A simple, publicly announced method for a family to make an oral or written request for a hearing;
 - ii. An opportunity for the family to be assisted or represented by an attorney or other person in presenting its appeal;
 - iii. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
 - iv. That the hearing shall be held with reasonable promptness and convenience to the family and that adequate notice shall be given to the family as to the time and place of the hearing;
 - v. An opportunity for the family to present oral or documentary evidence and arguments supporting its position;
 - vi. An opportunity for the family to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
 - vii. That the hearing shall be conducted and the determination made by a hearing official who did not participate in making the initial decision;

- viii. The determination of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of that hearing record;
- ix. That the family and any designated representatives shall be notified in writing of the decision of the hearing official;
- x. That a written record shall be prepared with respect to each hearing, which shall include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the family of the decision of the hearing official; and
- xi. That such written record of each hearing shall be preserved for a period of three years and shall be available for examination by the family or its representatives at any reasonable time and place during such period.

This approved pricing policy statement will continue in effect unless a revised policy statement is submitted and approved by the Delaware Department of Education.

Signature of Sponsor Representative / Date

Signature of State Representative / Date

Print Name / Title

Print Name / Title

USDA NONDISCRIMINATION STATEMENT
October 14, 2015

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.