



**Weston Public Schools**  
**Free and Reduced Lunch Program**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Program Application	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Separate, auditable accounting records will be maintained that adequately document the use of funds and ensure adherence to State and Federal Laws.			
The purpose of the Free and Reduced Lunch application form is to provide the Business Office with the necessary information and documentation to determine eligibility in the program.			
<b>Completed By:</b>	Parent or Guardian of Weston Student	<b>Reviewed By:</b>	Admin. Assist. to the Assistant Superintendent for Finance and Operations
<b>Approved By:</b>	Assistant Superintendent for Finance and Operations	<b>Entered By:</b>	Admin. Assist. to the Assistant Superintendent for Finance and Operations
<b>Form Title:</b>	Free and Reduced Lunch Program	<b>Estimated Time Frame:</b>	3 Days after Receipt
<b>Process for Completion:</b>			
<p>To complete a Free and Reduced Lunch Application form, you must complete all 5 parts.</p> <p>Free and Reduced Lunch Application must:</p> <ul style="list-style-type: none"> <li>• Part 1: List all individuals living at the residence.</li> <li>• Part 2: If any member of your household receives SNAP, FDPIR or TAFDC benefits, list their ID#.</li> <li>• Part 3: Check box if any individual is a migrant child, homeless or runaway.</li> <li>• Part 4: Provide all income sources for each applicable individual living at the residence.</li> <li>• Part 5: The individual filling out the application must sign and give their social security number.</li> </ul> <p>Applications active at the end of one school year carry over for the first 30 days of the following school year.</p> <p>Families seeking continuation of their status must reapply. Families submitting an application that is incomplete will have the form returned with a note explaining the missing information.</p> <p>All applications are reviewed in compliance with the Massachusetts Department of Elementary and Secondary Education (DESE) and the U.S. Department of Agriculture.</p> <p>Families who qualify under the Direct Certification process do not need to submit an application.</p>			
<b>For additional information, please contact:</b>			
<b>Name:</b>	Phyllis Bertino	<b>Email:</b>	<a href="mailto:bertinop@weston.org">bertinop@weston.org</a>
<b>Phone:</b>	781-786-5230	<b>Fax:</b>	781-786-5279
<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Free and Reduced Price Food Services, EFC and Food Service Management, EF		

CYNTHIA D. MAHR  
ASSISTANT SUPERINTENDENT FOR  
FINANCE AND OPERATIONS

Welcome to the Child Nutrition Reimbursable Meal Program. I am writing to provide guidance on what constitutes a reimbursable meal. I hope this will help clarify why students, who qualify for the Free or Reduced Price Meal Program, can sometimes incur expenses in the cafeteria. *In short, students who choose food items that do not meet the USDA guidelines for a reimbursable meal are responsible for the full cost of the items purchased as these items are considered "A La Carte."* All expenses incurred by the students are the financial responsibility of the parent/guardian.

Please review the school-specific information below so you may discuss the meal components and their choices with your children.

**Elementary Schools:**

At the Elementary level, this is straight forward. The Food Service program serves only meals that qualify as a reimbursable meal. Therefore, all meals served at the Elementary levels (Country, Woodland and Field) are either free or reduced price for qualified students. Children who choose additional food beyond their served meal, such as an extra slice of pizza, are charged for this item. Second servings are not covered by the Free and Reduced Price Meal Program. Therefore, parents are responsible for the costs associated with these items.

**Middle/High Schools:**

At the Middle and High School level, a reimbursable meal is more complicated due to the choices offered. The Middle and High Schools offer four components for each breakfast. The four components are:

- Meat or Meat Alternative
- Grains/Breads
- Juice/Fruit/Vegetable
- Milk

A student may choose at least 3 and up to 4 of the offered items for the meal to be considered a reimbursable meal and thus rung up as a Free or Reduced price meal for qualifying students. The price of the reimbursable meal is the same whether a child chooses 3 or 4 components.

For example:

Reimbursable Meal: Bagel (grain) with Peanut Butter (meat alternative) and an apple juice (juice/fruit).

Non-Reimbursable Meal: Bagel (grain) and Milk (milk)

If a student, who qualifies for the Free or Reduced Price Meal Program, chooses a bagel and milk, the student is responsible for the costs. Since the items chosen do not meet the USDA reimbursable meal guidelines, the items are charged as A La Carte and thus are the financial responsibility of the parent/guardian. If the student added an apple (fruit), orange (fruit) or peanut butter (meat alternative), etc. the meal would qualify for the Free or Reduced Price Meal since all required meal components are chosen.

The Middle and High Schools offer five components for each lunch. The five components are:

- Meat or meat Alternative
- Bread (or rice or noodles)
- Fruit
- Vegetable
- Milk

A student may choose at least 3 or up to 5 of the offered items for the meal to be considered a reimbursable meal and thus qualifying as a Free or Reduced meal for qualifying students. The price of the reimbursable meal is the same whether a child chooses 3, 4 or 5 components.

For example:

- Reimbursable Meal: Salad (vegetable) with Hummus (meat alternative), Pita (bread), Apple (fruit) and Milk (milk)
- Non-Reimbursable Meal: Salad (vegetable) and an Apple Juice (fruit)

If a student, who qualifies for the Free or Reduced Price Meal Program, chooses a salad and milk, the student will be charged for these items. Since the items chosen do not meet the USDA reimbursable meal guidelines, the items are charged as A La Carte and thus are the financial responsibility of the parent/guardian. If the student added a cheese stick, hummus, etc. the meal would qualify for the Free or Reduced Price Meal since all required meal components are chosen.

Please also note that the district has a debit limit of \$25.00. Students who qualify for the Free or Reduced Price Meal Program, and incur debt of \$25.00 through the purchase of non-reimbursable meals and/or A La Carte items, will be denied sales even if the student has cash on-hand to pay for the items. The student will not be denied a meal that meets the requirements set by the USDA for a reimbursable meal. I strongly recommend parents/guardians review the Nutrikids system on a regular basis as this will provide information on purchases made by the child. ([www.nutrikids.com](http://www.nutrikids.com)) Parents/Guardians may access the web based program free of charge to view transactions. There is a small fee for use of the system to make payments to your child's lunch account.

The Kitchen Managers are available to review the components available to students. I would encourage your child to ask for clarification on the meal components if they are unsure of the elements of the reimbursable meal. The Kitchen Managers are discreet in these discussions to ensure confidentiality.

If you have any questions, please contact the kitchen manager of your respective school, Tess Sousa, Food Service Director, at 781-786-5295 or myself at 781-786-5230.

I wish you and your child an enjoyable and healthy school year.

Cynthia D. Mahr  
Assistant Superintendent for Finance and Operations