

**Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
Child and Adult Care Food Program**

**Child Care Center
Non-Discrimination Policy Statement
Pricing Institutions**

The _____ has agreed to participate
(Name of Center or Sponsoring Organization)
in the Child and Adult Care Food Program (CACFP) and accepts the responsibility for providing free and reduced price meals in the centers under its jurisdiction. Applications will be accepted for all households including those made for children who are members of the Temporary Assistance program or Food Stamp households.

The _____ assures the Missouri
(Name of Center or Sponsoring Organization)
Department of Health and Senior Services, Child and Adult Care Food Program, that the institution will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all Child and Adult Care Food Programs under its jurisdiction. In fulfilling its responsibilities, the institution:

- a. Agrees to serve meals free to children from families whose income is at or below the amounts in the free scale of the latest Secretary's Income Eligibility Guidelines for free meals.
- b. Agrees to serve meals at a reduced price to children from families whose income exceeds the free scale, but is at or below the reduced price scale.
- c. Agrees to provide these benefits to any child whose family's income falls within the eligibility criteria and agrees to provide these benefits to foster children in certain cases and to children whose parents or guardians become unemployed if the loss of income causes the family income to be within the eligibility criteria.
- d. Agrees that there will be no physical segregation of, or any other discrimination against, any child because of inability to pay the full price of the meal. The names of the children eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner; and there shall be no other identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
 1. Work for their meals.
 2. Eat meals at a different time.
 3. Eat a meal different from the one sold to children paying the full price.

- e. Agrees that in the operation of the child feeding programs, no child shall be discriminated against because of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability.
- f. Agrees to establish and use a fair hearing procedure for parents' appeals of the institution's decisions on applications and for institution-related challenges to the correctness of information contained in an application or to the continued eligibility of any child for free or reduced price meals. During the appeal and hearing, the child will continue to receive free or reduced price meals. A record of all such appeals and challenges and their dispositions shall be retained for 3 years.

Prior to initiating the hearing procedure, the parent or institution official may request a conference to provide an opportunity for the parent and institution official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
4. An opportunity to present oral or documentary evidence and arguments supporting its position.
5. An opportunity to question or refute any testimony or other evidence and arguments supporting its position.
6. That the hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal.
7. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
8. That the parties concerned and any designated representatives thereof be notified in writing of the decision of the hearing official.
9. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
10. That for each hearing a written record be prepared, including the issue under appeal, the documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official, and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.

11. That such written record shall be preserved for a period of 3 years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such a period.

g. Agrees to designate _____ to review
(Name and Title)
applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

h. Agrees to develop and send to each child's parent(s) or guardian a letter (sample attached), including an application form for free or reduced price meals, at the beginning of each fiscal year and whenever there is a change in eligibility criteria.

Parents will be requested to complete this application and return it to the determining official (named in g.) for review. Such applications and documentation of action taken will be maintained for 3 years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a center for the first time shall be supplied with such documents. If a child transfers from one center to another under the jurisdiction of the same sponsoring organization, eligibility for free or reduced price meals will be transferred to, and honored by, the receiving center.

Within 10 working days after the institution receives a completed application, it shall notify the parent(s) or guardian of acceptance or denial of the application. The appropriate rates shall be effective immediately after such decision is rendered. All children from a family will receive the same benefits.

When an application is rejected, parents or guardians will be informed of the reason for denial and of the hearing procedure. The designated hearing official is

(Name and Title)

(Address)

*This person must be someone not involved in the original eligibility determination. Further, it is suggested that he/she hold a position superior to that of the determining official.

i. Agrees to establish a procedure for collecting payments from parents of children who pay for their meals and to account for the number of free, reduced price, and full price

meals served. This collection procedure must prevent overt identification of those children receiving free or reduced price meals. A detailed description of the collection procedure used in each center or group of centers must be attached hereto.

- j. Agrees to submit to the Missouri Department of Health and Senior Services, Child and Adult Care Food Program, any alteration, public announcements, etc., prior to implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner as at the beginning of the fiscal year.
- k. Agrees that charges for a reduced price lunch or supper will not exceed 40 cents, that a charge for a reduced price breakfast will not exceed 30 cents, and that the charge for reduced-price supplement will not exceed 15 cents.

Signature of Administrator or
Authorized Representative

Title

Date