

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 3
Date: August 24, 2018

TO: Administrative/Supervisory Staff
Building Principals
Support Staff
School Counseling Staff - Secondary Level

FROM: Gregory C. Hutchings, Jr., Ed.D.
Superintendent of Schools

TOPIC: Carryover of Free/Reduced Price Meal Eligibility

PURPOSES:

1. To comply with federal and state regulations that allow students who were eligible for free or reduced price meals during the 2017-2018 school year to continue receiving free / reduced-price meals for the first 30 operating days from each school's start date.
2. To establish a procedure to prevent claiming federal funds for students who may no longer be eligible for free/reduced-price meals for the 2018-2019 school year.
3. To establish dates when the meal codes from the last school year are no longer valid.

PROCESS:

1. School Nutrition Services (SNS) will process annually all free/reduced-meal applications for all ACPS schools.
2. School Nutrition Services and Technology Services will share data daily to reflect meal code changes and student movement. SNS will download meal code changes daily to SNS manager computers at all schools.
3. Family Meal Applications will be sent to each school for distribution to its students. Each school office or cafeteria will be responsible for collecting and accepting completed Household Meal Applications from families and forwarding them to School Nutrition Services. Additional copies of the Household Meal Application can be obtained on the ACPS Website, School Nutrition Services page: [School Nutrition Services Webpage](#)

Principals and their designees are not responsible for determining eligibility or maintaining files for free and reduced-price meal applications.

4. Completed applications should be sent DAILY using ACPS Inter-Office Mail to SNS where they will be processed within 10 working days and kept on file. Once an application has been sent to SNS, please direct all parent inquiries to School Nutrition Services. SNS will notify parents by United States Postal Service mail and electronically provided we have an email on file of their family's eligibility, using the address provided in the student database or application.
5. The last day for carryover of 2017-18 school year for free/reduced-price meal eligibility is Friday, September 14, 2018, for Samuel Tucker Elementary School and Tuesday, October 16, 2018, for all other schools.
6. On Wednesday, October 17, 2018, only those students who have 2018-2019 approved applications on file and those who have been automatically approved for free meals through direct certification will receive free/reduced-priced meals. For Tucker, this goes into effect on Monday, September 17, 2018.
7. These procedures will apply to all ACPS schools and campuses.

FOR ADDITIONAL INFORMATION CONTACT: Cynthia Hormel, Director of Nutrition Services – 703-619-8406