

FISCAL NOTE WORKSHEET

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Child Nutrition Policy Manual 4320 FUND General

SOURCE OF REVENUE: GENERAL SPECIAL OTHER (SPECIFY) _____

COST ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 AND ITEM 3 GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ 0	\$ 0	\$ 0		
PERSONAL SERVICES	\$ 0	\$ 0			
CURRENT EXPENSES					
REPAIRS AND ALTERATIONS					
EQUIPMENT					
OTHER					
2. ESTIMATED TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):					

IMPACTS

FISCAL: No direct fiscal impact.
The policy implements federal Programs under the National School Lunch Act and Child Nutrition Act, which generates approximately 50 million annually for West Virginia.

STATE

STAFF: Harriet Deel
Thomas Sands

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

6/16/94
1074c/1

West Virginia Department of Education

[Handwritten Signature]

EXECUTIVE SUMMARY
POLICIES OF OPERATION MANUAL
CHILD NUTRITION PROGRAMS

Series 85, Policy 4320

PUBLIC COMMENT PERIOD ENDS: August 15, 1994 Adopted _____

BACKGROUND:

Policy 4320.85, Policies of Operation Manual, interprets regulations regarding School Breakfast, School Lunch, Donated Foods, Special Milk and Free/Reduced Price Meal applications. Further, it provides policy regarding financial management as set forth in Office of Management and Budget Circular A-102. It also details federal requirements of the Coordinated Review Effort (CRE).

PURPOSE:

The proposed revisions are intended to update the policy to reflect changes in United States Department of Agriculture regulations for the various Child Nutrition Programs for the public schools of West Virginia. It operationalizes Federal Code 7 CFR Part 210, 215, 220 and 245 that requires state administering agencies to assist local educational agencies in program management and accountability.

This policy, Series 85, Policy 4320, provides local school districts the required revisions needed in order to comply with accountability regulations and other regulatory changes.

CONTENTS:

- Revised education goals of West Virginia have been added.
- Direct Certification for eligibility has been added.
- The release of student information obtained from free/reduced price meal application is discussed.
- Notification of parents in regard to approval, denial or reduction in benefits is included.
- Daily edit checks are addressed.
- Glossary of Terms has been updated.
- Minor editing changes have been made to make the policy more readable.

IMPACT:

The policy requires no additional financial outlay. Rather, it provides assistance in management practices and federal accountability requirements.

FILED

JUL 13 4 23 PM '94

Policy 4320: Rules and Regulations for Child Nutrition Operations 1A
OFFICE OF THE
SECRETARY OF STATE

The West Virginia Board of Education provides assistance to county boards of education in operation of federally funded child nutrition programs in schools. The Board's approval of policy 4320 will transmit federal regulatory revisions to school administrators, food service supervisors and others concerned with quality and accountability of child nutrition programs in schools.

TITLE 126
PROCEDURAL RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 85
POLICY 4320

Title: Operational Manual of Child Nutrition

Section 1. General

- 1.1 Scope - This procedural rule establishes operational procedures that enhances child nutrition and provides for an efficient operation of the program. The procedures cover the child nutrition program and the school breakfast and school lunch programs.
- 1.2 Authority and Related Code Citation(s) - W. Va. Const. Art. XII, § 2, and W. Va. Code 18-2-5
- 1.3 Filing Date -
- 1.4 Effective Date -
- 1.5 Repeal of Former Rules - None - This is a revision of former rules filed in 1983, revised in 1992 1993.

Section 2. Incorporation by Reference

- 2.1 Copy of rules and regulations are attached. Copies may be obtained in the office of the Secretary of State and the West Virginia Department of Education, Bureau of Finance and Services.
- 2.2 Summary of rules and regulations below:

SUMMARY OF RULES AND REGULATIONS

State Board Policy Number 4320 authorizes the Child Nutrition Program/Policy Operation Manual to comply with the federal requirements and other State Board policies as these relate to the overall administration of Child Nutrition Programs. The manual is revised and updated periodically.

The Child Nutrition Program/Policy Operation Manual is distributed to school administrators and other personnel involved with the operations of Child Nutrition Programs. The Manual provides vital technical assistance and guidance and contains all state and federal policy statements and program regulations.

Information in the Child Nutrition Program Policy Manual includes the Department philosophy and goals for nutrition and nutrition education for West Virginia children. In addition, the Manual includes state and federal meal requirements for school breakfast and lunch, special milk regulations and instructions for claiming federal reimbursement for eligible meals and milk. There are instructions for completing required records and reports and for handling government donated foods.

WV Board of Education
Procedural Rule, 18-2
Series 4320, Sec. 2
Page two

Specifications related to financial management include allowable and non-allowable costs, federal procurement regulations, nonprofit status, federal audit requirements including the Coordinated Review Effort (CRE).

This Manual provides federal eligibility guidelines for free or reduced price meal benefits, and federal requirements for verification of meal applications. Information regarding Civil Rights requirements are included. Policies are detailed which apply to emergency feeding, competitive food sales, catered meals for senior citizens, food service for handicapped children and regulatory provisions for parent and student involvement.

Recommendations for personnel training are described and programs available from the Department of Education are outlined.

Non-nutritious foods - namely, candy, soft drinks, chewing gum and flavored ice bars - shall not be sold during the school day (i.e., that period of time between the arrival of the first child at school and the end of the last scheduled instructional period).

WEST-VIRGINIA-DEPARTMENT-OF-EDUCATION-GOALS

~~Established-goals-for-education-call-for----~~

- ~~• students-to-have-equal-educational-opportunity;~~
- ~~• students-to-graduate-with-the-knowledge-and-skills-needed-to-succeed-in-a-competitive,-changing-society;~~
- ~~• the-best-personnel-to-be-recruited,-retained-and-provided-with-competitive-salary-and-benefits;~~
- ~~• school-personnel-to-improve-their-knowledge-and-skills-to-ensure-that-each-student-succeeds;~~
- ~~• schools-to-become-centers-for-life-long-learning-and-community-service-with-partnerships-that-support-teaching-and-learning;~~
- ~~• school-facilities-to-be-safe-and-to-meet-the-educational-needs-of-students-in-an-efficient-and-economical-manner;;-and~~
- ~~• improved-economic-development-through-a-well-educated-and-technically-literate-work-force-~~

~~The-statutory-Goals-for-the-Year-2000-are-more-specific-than-State-Board-Goals-in-terms-of-outcomes-desired,--These-goals-would,----~~

- ~~• have-all-children-entering-the-first-grade-ready-for-school;~~
- ~~• provide-all-students-with-access-to-equal-educational-opportunities;~~
- ~~• have-students-performance-on-national-measures-equal-or-exceed-the-national-average,-and-have-student-performance-in-the-lowest-quartile-improve-by-fifty-percent;~~
- ~~• have-90%-of-ninth-graders-graduate-from-high-school;~~
- ~~• have-high-school-graduates-fully-prepared-for-college,-other-post-secondary-education-or-gainful-employment;-further,-have-the-number-of-high-school-graduates-entering-post-secondary-education-increase-by-50%;-and~~
- ~~• have-all-working-age-adults-functionally-literate-~~

THE EDUCATION GOALS OF THE STATE OF WEST VIRGINIA

1. All students will have equal educational opportunities and will be ready for the first grade.
2. Student performance will equal or exceed national averages with an emphasis on science and mathematics achievement. Performance measures for students in the lowest quartile will improve by 50 percent.
3. The best personnel will be recruited, retained, provided professional development to improve their skills and will be compensated with competitive salaries and benefits.

4. Ninety percent of ninth grade students will graduate from high school with the knowledge and skills necessary for college, other post-secondary education or gainful employment. The number of high school graduates entering post-secondary education will increase by 50 percent.
5. All school facilities will provide a safe, disciplined environment and meet the educational needs of all students.
6. All working-age adults will be functionally and technically literate. We will use schools, colleges and universities as centers for life-long learning.

MISSION

To enhance learning and quality of life through nutrition education and nutrition services.

MAJOR FUNCTIONS

Major functions are categorized in the areas of administration, technical assistance and training, monitoring and accountability, and outreach. Specifically, the child nutrition office works to achieve the following:

1. Ensure the service of nutritious meals which appeal to children.

RESPONSIBILITIES FOR CHILD NUTRITION PROGRAMS

SCHOOL LEVEL

The local school administrator is responsible for the following five areas:

1. Program Operation

- filing an Application for School Lunch, School Breakfast and Special Milk Programs [A - 30.3] with the county boards of education;
- distributing, at the beginning of each school year Applications for Free and Reduced Price Meals and Free Textbooks, Workbooks and Educational Materials [F - 30.2] to each student enrolled in the school;
- reviewing and approving, in accordance with state and county administrative guidance materials, each application for free meals and reduced price meals and/or complete direct certification for eligibility;
- verifying information reported on a sampling of applications for free and reduced price meals and verifying any incomplete, illegible or questionable information entered on the applications;
- approving all eligible, complete applications and denying all applications which that do not meet the eligibility guidelines. Such approval or denial must be entered on the application in the appropriate areas and parents must be notified within 10 working days after the completed application has been returned to the school;
- informing all teachers and clerical personnel of the federal, state and county requirements for provision of free and reduced price meals or free milk;
- initiating hearing procedures when information entered on the application is challenged, or appears to be inaccurate;
- providing copies of student applications for free and reduced price meal benefits when an eligible student transfers to another school;
- checking menus prior to and during service to ensure that all nutritional requirements are met;
- providing assistance to school food service personnel in planning menus which that provide for choices within the required meal components to all students; and
- providing alternate meal services (plate lunch and box lunch; salad plate and regular plate lunch; continental breakfast and regular breakfast) to increase student participation.

2. Records And Reports

- establishing a procedure for obtaining accurate meal counts at the serving line without overt identification so that accurate reports of daily student participation by category are entered on the daily reporting form;

APPLICATIONS FOR FREE OR REDUCED PRICE MEALS

NON-COMPUTERIZED PROGRAM

Applications [F - 30.2] and the Letter to Parents [F - 30.3] shall be sent to parents or guardians of each student as early as possible in the school year to allow time for the return of applications by the end of the first full week of school. The school principal, or a designated person, shall review all applications received and determine eligibility according to information given on the application. Parents or guardians shall be notified of the status of approval, change or termination of benefits (WVDE 43-10-20) [F - 30.4].

COMPUTERIZED PROGRAMS

County school systems or individual schools may choose to approve free and reduced price meal applications by computer. A computer-generated application may be sent to the parents to update annually for continued program benefits.

Throughout the school year, applications may be received for students transferring from another school or from parents whose financial status has changed.

If a student has received free and/or reduced price meals and transfers to another school, a record of eligibility shall be maintained at the original school. Either a copy of the application may be made or a new one submitted to the receiving school.

MEDICAID AND EDUCATIONAL BENEFITS

The United States Department of Agriculture has granted West Virginia permission to pilot a multi-use application. The application has been expanded to allow parents or guardians to express an interest in receiving Medicaid benefits and vocational and technical education benefits under the Carl D. Perkins Act. Additionally, the privacy act statement on the reverse side of the application has been expanded to accommodate Medicaid and educational benefits.

When an interest in Medicaid benefits has been expressed in Part VII of the application, and Part VII has been signed by a parent or guardian, the following procedures are to be used to transmit the information to the appropriate authorities:

Each child's name, address, county of residence, and a Social Security number of an adult family member should be sent to the Medicaid representative in your area.

When an interest in vocational and technical education benefits has been expressed in Part VII with a parent or guardian signature, the student's name may be released to appropriate educational officials.

REVIEWING OFFICIAL'S RESPONSIBILITIES

The reviewing official is responsible for ensuring that applications have been classified correctly by category of eligibility. If the reviewing official is authorized by the School Food Authority (SFA) to delegate the responsibility for reviewing applications, then the person so designated shall be informed about program requirements and policy. Since the SFA official who signed the policy statement agreement with the State agency ultimately is responsible for the integrity of the approval process, the principal's signature stamp may be used. A suggested alternative would be to place a statement in the school's files as to the name and/or title of the designee, who would then be permitted to sign the applications without having to use the principal's signature stamp.

The reviewing official may request verification of information submitted on any application under the following circumstances:

- a written, signed complaint;
- illegible, incomplete or questionable information on the application; and/or
- the United States Department of Agriculture (USDA) required verification sampling.

Reviewing officials cannot sign the parent's/guardian's name to an application completed by the parents or guardians but must return the application for the proper signature.

Indication of approval shall be sent to parents or guardians within three working days after receipt of completed application.

A fair hearing procedure shall be established for parent's appeals concerning eligibility determination and for school official's challenges. The Parent and/or guardian has ten (10) days to appeal the decision of school officials. During an appeal or hearing, the student shall continue to receive free or reduced price meals. Standard hearing procedures are outlined in the Policy Statement [A - 30.2].

Indication of ~~approval~~ denial shall be sent to parents or guardians within ten working days after receipt of the completed application.

Other questions pertaining to free/reduced price meal policies are answered in the Eligibility Guidance for School Meal Programs [F - 30.5].

VERIFICATION PROCEDURES

To provide a uniform method for obtaining information for verification, forms will be sent to the household. The suggested letter [F - 30.12] should be duplicated on each school's letterhead. The letter is to be accompanied by the parent information form, Proof of Income [F - 30.13].

Procedures for developing a consistency check for verification [F - 30.14] will provide a uniform method for verifying information on free/reduced meal applications.

Notations should be made on all applications reviewed indicating date and findings.

Following the consistency check, if there is a difference between documentation and application, the household must be informed of the findings [F - 30.15]. This must be accompanied by a new free/reduced price meal application. When the revised new application has been approved ~~or denied~~ the household shall be notified within 10 three working days.

When the new application has been denied or a reduction in benefits has occurred the household shall be notified within ten working days. An appeal can be initiated at this time.

During the ten day period and continuing through the appeal process the student's status remains the same.

If no response has been received within the ten days the household must be notified of a loss of benefits. [F - 30.15a]

When the verification procedure has been completed, a School Summary Report [F - 30.16] shall be sent to the School Food Authority (SFA) and a copy filed at the school.

The SFA shall compile all School Summary Sheets [F - 30.16] and send a copy of Sponsor's Summary Report [F - 30.17] to West Virginia Department of Education (WVDE).

CONSOLIDATION OF SCHOOLS

~~When schools are consolidated, child nutrition program funds may be credited to the school food service program account(s) of the school(s) which the students will attend in proportion to the number of students involved.~~

The WVDE 43-10-30S (Daily Record of Program Operations) for individual schools are consolidated by the School Food Authority (SFA) into the WVDE 43-10-30 (Monthly Claim for Reimbursement). All SFA's are required to do daily edit checks for their individual schools (from the WVDE 43-10-30S) before submission of their Claim for Reimbursement (WVDE 43-10-30). Failure to do edit checks as required by federal regulations [5210.8(a)(2) and (3)] could lead to forfeiture of the Claim for Reimbursement.

The complete instructions on how to perform daily edit checks can be found in the AccuClaim Manual (pages 20-25). The recommended form to be used in performing the daily edit checks is exhibit G - 30.15. After the daily edit checks are performed and the schools are consolidated, child nutrition program funds may be credited to the school food service program account(s) of the school(s) which the students will attend in proportion to the number of students involved.

BREAKFAST - a meal meeting the requirements set forth in federal and state regulations and served to a child at or near the beginning of the school day. Schools may serve breakfast for an extended period of time or at different times during the morning hours.

CACFP - Child and Adult Care Food Program.

CATEGORICAL ELIGIBILITY - A child for whom food stamps/AFDC is received is automatically eligible for free meals when the household provides a current food stamp or AFDC case number on the application. If application is made for another child in the household who does not come under the AFDC grant or who is not a member of the food stamp household, eligibility for the non-categorically eligible child MUST be determined on a household size/income basis. Household size would include both the AFDC/food stamp members and the non-AFDC/food stamp members.

CERTIFICATE OF NONCOLLUSION - A statement signed by a bidder and submitted with her/his bid to affirm that her/his bid is made freely without consultation with any other bidder.

CERTIFICATION - the process by which recognition is granted an individual who has met and continues to meet certain specific standards established by the ASFSA.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - Certification by a vendor that the firm or company has not been suspended or debarred or in any way ineligible to participate in a federal nonprocurement program.

CHILD - a student of high school grade or under who is enrolled in an educational unit of a school. West Virginia state law extends this age to 23 21 for programs for exceptional children.

CN - Child Nutrition

CN LABEL - A voluntary federal labeling program which states the products' contribution to the meal pattern requirements; usually found on commercially prepared, individual portioned food products.

COMPELLING CIRCUMSTANCES - the overwhelming pressures of essential or environmental factors which cause a school to request the state superintendent to consider a waiver of the requirement to operate a program.

COMPONENTS - the constituent parts of a meal. The lunch pattern contains four components: meat or meat alternate, 2 vegetables or fruits, bread and milk. The breakfast pattern contains 3 components: fruit or juice, cereal and milk.

COST OF MILK - the net purchase price paid by the school or child care institution to the milk supplier for milk delivered to the school or child care institution. This does not include the amount paid to supplier for servicing, rental of or installment purchase of milk service equipment.

COUNTY - the county board of education.

CRE - Coordinated Review Effort is a comprehensive evaluation of all School Food Authorities participating in the Program. The review includes critical and general areas of review. Additionally, CRE reviews include other areas of Program operations determined by the West Virginia Department of Education (WVDE) to be important to Program performance. CRE sets forth a unified Federal and State monitoring system which is expected to improve Program management through enhanced monitoring and corrective action. CRE reviews are expected to eliminate overlapping review activity between Federal and State agencies.

CTP - Comprehensive Training Program.

CURRENT INCOME - means income received during the month prior to application for free or reduced-price meals and multiplied by 12. If such income does not accurately reflect the household's annual income, income shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

DA - (Distributing Agency) agency responsible for donated foods - Department of Health and Human Resources.

DEBARMENT - A shutting out or exclusion for cause (as a bidder from the list of qualified bidders).

DEPARTMENT - the West Virginia Department of Education.

DEPRECIATION - a reasonable allowance for the deterioration, wear and tear and obsolescence of non-expendable equipment used primarily in connection with the operation of a food service facility.

DIRECT CERTIFICATION - is a simplified method of determining some children's eligibility for free meals under the National School Lunch Program and School Breakfast Program, or free milk under the Special Milk Program without having the family complete a free and reduced price meal or free milk application. The Office of Child Nutrition obtains documentation from the State Department of Health and Human Resources and prepares appropriate computer sorts that enable the School Food Authority (SFA) to match the names of children that are members of households currently certified to receive food stamps or AFDC.

DIRECT COSTS - expenses which are readily identifiable as the part of the total cost applicable to the school food service operation. (Examples: cost of food, cooks' salaries, supplies.)

DISABLED - students of high school grade or under (as determined by the state) including students up to age 21 who are physically or mentally disabled as defined by the state.

DISTRIBUTION COST - (of Special Milk Program) - direct expenses incurred by the school or child care institution in connection with the sale, handling or serving of milk.

FOOD STAMP HOUSEHOLD - Any individual or group of individuals which is currently certified to receive benefits under the Food Stamp Program.

FORTIFIED --the addition of a nutrient to a food product to increase that nutrient's density over and above that normally found in the product. The addition of milk solids to low-fat milk to produce "protein fortified" milk is an example.

FOSTER CHILD - a child who is living with a family but who remains the legal responsibility of the welfare agency. Only the income received for foster care for the child should be considered for eligibility purposes. [F - 30.5: - 14]

FREE LUNCH OR FREE BREAKFAST - a lunch or breakfast for which neither the child nor any member of the child's family pays or is required to work in the school or in the school's lunch program. Federal reimbursement for a free lunch or breakfast shall be claimed only for an eligible child with an approved application for free meals.

FSEA - (FOOD SERVICE EQUIPMENT ASSISTANCE PROGRAM) - formerly "Non Food Assistance Program" - funds made available to states to assist them to supply schools drawing attendance from areas in which poor economic conditions exist, with equipment other than real property for the storage, preparation, transportation and serving of food; to enable them to establish, maintain and expand the food service programs.

HANDICAPPED---students-of-high-school-grade-or-under-(as-determined-by-the-state)-including-students-up-to-age-23-who-are-physically-or-mentally-handicapped-as-defined-by-the-state-

HOUSEHOLD - members of a family/household who live together and share expenses; a group of related or nonrelated individuals, who are not residents of an institution or boarding house, but are living as one economic unit.

INCOME STANDARDS - means the family-size and income standards prescribed annually by the Secretary of Agriculture for determining eligibility for free and reduced-price meals under the National School Lunch Program and the School Breakfast Program.

INDIRECT COST RATE - (also called HEW Number of County Non-restricted Cost Rate) - a pre-determined factor which will yield allowable indirect costs when applied to adjusted direct costs. This factor is assigned annually by the Bureau of Finance and Administration of the West Virginia Department of Education from data furnished by the County Departments of Education. Indirect cost rate for Private Schools and Residential Child Care Institutions (RCCI's) is ten percent.

INDIRECT COSTS - those costs representing supporting services and incidental supplies which are furnished by general support services program of the school system. These costs, if properly documented, may be eligible costs of the food services and when added to direct costs, show the full cost of the food service operation.

MEDICAID - a government financed program of medical aid designed for those unable to afford regular medical services.

MILK - pasteurized fluid types of unflavored whole milk, lowfat milk, skim milk or cultured buttermilk which meet state and local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with state and local standards for such milk.

NAC - Nutrition Advisory Council.

NEEDY CHILDREN - children from families meeting the standards for free and reduced price meals.

NET - (Nutrition Education and Training Program) - In November 1977 the Child Nutrition Act was amended to establish a system of grants to state education agencies for the development of comprehensive nutrition information and education programs. Such nutrition programs shall freely use as a learning laboratory the school lunch and child nutrition programs.

NET CASH RESOURCES - Money in the child nutrition account plus all money due the account less the amount of unpaid bills.

NON-EXPENDABLE EQUIPMENT - tangible property having a useful life of more than one year and an acquisition cost of \$500 or more per unit.

NON PRICING PROGRAM - (Special Milk) - a program in which milk is not sold to children on a daily, weekly, monthly or annual basis. The milk is provided by funds from institution, camp, school or in some cases by a tuition payment.

NON PROFIT PRIVATE SCHOOL - a non-public school that is exempt from income tax under the Internal Revenue Code.

NON-PROGRAM ADULT MEALS - Meals sold to adults not directly involved in the child nutrition program.

NON RESTRICTED COST RATE see INDIRECT COST RATE.

NSLA - National School Lunch Act.

NSLP - National School Lunch Program.

NUTRITIONAL STANDARDS - standards for meal patterns as prescribed by the West Virginia Department of Education.

OA - Office of Audit of USDA.

OFFER VS. SERVE - a senior high school student is not required to accept more than 3 of the 5 items of the school lunch. "Offer" means the complete lunch is made available to students. The "Offer" vs "Serve" may be extended to junior high and elementary schools at the discretion of the local School Food Authority.

STRAIGHT LINE DEPRECIATION - a method of depreciating an item of equipment whereby an equal portion of the cost of the item is allocated to each period of use.

SUSPENSION - immediate exclusion from transactions involving federal non-procurement programs pending completion of legal and/or debarment proceedings.

USDA - United States Department of Agriculture

USDE - United States Department of Education

USRDA - United States Recommended Daily Allowance - a list of nutrients reflected on food labels. The figures are not identical to the RDA.

VERIFICATION - means confirmation of eligibility for free/reduced price benefits under the National School Lunch Program.

WAIVER - an individual school's request for granting of a waiver for the service of school breakfast due to compelling circumstances.

WV CHILD NUTRITION STATE PLAN - an annual statement of program objectives and a plan to implement national policy.

WVDE - West Virginia Department of Education

WV STANDARDS OF EDUCATIONAL EXCELLENCE - each county's assessment of its compliance with standards for educational quality followed by a plan for compliance.

~~YAG---Youth-Advisory-Council~~

COMMENT LOG
POLICIES OF OPERATION MANUAL, CHILD NUTRITION PROGRAMS
(POLICY 4320)

Directions: Please use this form in commenting by section on the proposed policy and regulations on Policies of Operation Manual, Child Nutrition Programs.

NAME OF INDIVIDUAL/ORGANIZATION _____

ADDRESS _____

Proposed Policy	
Section A Child Nutrition Programs In West Virginia	
Section F Free And Reduced Price Meal And Free Milk Policies	
Section G Financial Management	
Section M Glossary Of Terms	

Please submit comments by August 15, 1994 to:

Dr. Harriet Deel, Director
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Charleston, West Virginia 25305-0330