



Free and Reduced Price School Meals Application and Immigrant and Refugee Status – Questions and Answers

Dear Cherry Creek families:

To clarify questions related to immigration and refugee status when applying for free or reduced price school meals, Cherry Creek School District has prepared the following collection of frequently asked questions and answers.

Q: *What impact does undocumented, or documented, immigration or refugee status, have on my child receiving free or reduced price school meals?*

A: None. Public school districts that participate in the National School Lunch Program and/ or the School Breakfast Program, like Cherry Creek School District are required to process all submitted applications for free or reduced price school meals, regardless of immigration or refugee status and without discrimination on the basis of race, color or national origin. Eligibility is based on criteria outlined in the free and reduced price school meal application instructions.

Q: *Does the Cherry Creek School District free and reduced price school meal application ask for an immigration or refugee status?*

A: No. Immigration or refugee status is not required to be provided during the application process, and families should continue to apply for free or reduced price school meals. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is *not* reported to any organization outside of the Cherry Creek School District.

Q: *Does Cherry Creek School District ever share students' free or reduced price school meal information?*

A: Free and reduced price school meal application information may be shared with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs. Families have the option to decline allowing their information to be shared with local education programs, Medicaid offices and/or State Children's Health Insurance Programs (SCHIP).

Q: *What should I do if I feel like my student or I have been the victim of discrimination or harassment when filling out or submitting a free or reduced price school meal application?*

A: Policy: United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) delineates the civil rights requirements for participants in Child Nutrition Programs (CNP). The following is required at the local school food authority (SFA) level.

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints within Cherry Creek Schools Food and Nutrition Services Department should be directed to Stephanie Davies, District Equity

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Compliance Office. Stephanie Davies can be reached via phone at 720-554-4471 or by email at sdavies@cherrycreekschools.org. Complaints can be submitted verbally, in writing, or anonymously.

Cherry Creek School District will obtain all necessary complaint information and process the complaint within 90 days. The complaint will be forwarded to CDE Office of School Nutrition 1580 Logan Street Suite 760 Denver, CO 80205.

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, (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.

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