




Memorandum

December 9, 2011

TO: Mr. John Beckstrom
Ms. Annamarie Brennhofer
Mr. Bill Bresin
Mr. Jim Caldwell
Mr. Joe Grafft
Ms. Julie Greiman
Mr. Eric Jordahl
Dr. Ben Lewis
Ms. Kathy McMorrow
Ms. Karen Morehead
Mr. Neil Peterson
Ms. Deborah Wall

FROM: Donna M. Friedmann 
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 8:00 p.m. on Thursday, December 15, 2011, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
December 15, 2011 – 8:00 p.m. – District Office Boardroom

AGENDA

- | |
|--|
| <ol style="list-style-type: none">1. Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds Policy 544
– Review requested by Deb Wall (Continued from 11/17/11)2. School Board Member Reimbursement Guidelines Policy 103A (Annual Review)3. Out-of-State Travel by School Board Members Policy 103B (Annual Review)4. Consider Discontinuance of Student Behavior Policy 524 per Donna Friedmann5. Consider Changes or Discontinuance of Free and Reduced Lunches Policy 305 per Donna Friedmann |
|--|
6. Wellness Policy 546 – Pending
 7. Consideration of Other Policies to be Scheduled for Review
 8. Other Matters
 9. Annual Policy Reviews
 - Anti-Bullying Policy 541 (January 2012)
 - Crisis Management Policy 538 (February 2012)
 - Discipline Policy 515 (April 2012)
 - Harassment and Violence Policy 425 (April 2012)
 - Wellness Policy 546 (May 2012)
 - Family & Medical Leave Policy 428 (September 2012)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2012)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2012)
 - Student Sex Nondiscrimination Policy 421 (October 2012)
 - Student Transportation Safety Policy 531 (November 2012)
 - Technology Acceptable Use and Safety Policy 540 (November 2012)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2012)
 - Out-of-State Travel by School Board Members Policy 103B (December 2012)
 10. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
 11. Policies at School Board for Action on 12/1/11
 - Family and Medical Leave Policy 428 (2nd reading-approved)
 - Student Disability Nondiscrimination Policy 536 (2nd reading-approved)
 - Student Sex Nondiscrimination Policy 421 (2nd reading-approved)
 - Physical Examinations Policy 508 (2nd reading-approved)
 - Graduation Requirements Policy 613 (1st reading)
 - Transportation Employee Drug and Alcohol Policy 430 (1st reading)
 - Student Transportation Safety Policy 531 (1st reading)
 - Technology Acceptable Use and Safety Policy 540 (1st reading)

SCHOOL BOARD MEMBER
REIMBURSEMENT GUIDELINES
Attachment to Policy 103

1. It shall be the practice of the School District to reimburse Board Members for expenses incurred in travel where such travel is to represent the School District as a Board Member. Travel mileage inside and outside of the School District would be reimbursed at the current mileage rate approved in School Board policy #302.
2. School Board Member travel outside the School District shall be reimbursed as follows:
 - 2.1 For personal car at approved rate per mile.
 - 2.2 For public conveyance at tourist class airplane fare. If personal car is used, the reimbursement for long trips will be no greater than tourist class airfare for the same trip.
 - 2.3 For lodging - actual cost plus tax.
 - 2.4 For meals - actual cost plus tip.
 - 2.5 For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, tips, parking, etc.).
3. Board Members may claim salary reimbursement for meetings outside of the school district boundaries as follows:
 - 3.1 Any conference, meeting or activity where they are acting in their official capacity as a member of the School Board. Examples: Representative to SEE, TIES, ECSU, MSBA, and other educational organizations.
 - 3.2 School Board representation to special committees or task forces.
 - 3.3 School Board representation for special district functions or events such as negotiations, hearings, court cases, and any other activity appropriately related to School Board membership that occur outside of the school district boundaries.
 - 3.4 Reimbursement will be \$75.00 for attendance at half-day meetings, and \$150.00 for attendance at full-day meetings.
 - 3.5 The total combined reimbursement from the district and the educational organization shall not exceed the amounts listed in 3.4.
4. Regular School Board Member salaries are established at the organizational meeting each year. Board Members are paid \$300.00 per month, plus the President will receive an additional annual stipend of \$200.00 per year and the Clerk and Treasurer will receive an additional annual stipend of \$100.00 per year.

Legal References: Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: Out-of-State Travel by School Board Members Policy 103B

Reviewed:	Revised:
01/04/99	07/24/95
01/05/04	09/18/95
03/03/11	01/06/03 (Effective 07/01/03)
	11/04/04 (Effective 07/01/05)
	01/04/07 (Effective 07/01/06)
	02/07/08
	03/05/09
	02/04/10

NO CHANGES FROM MSBA

Attachment to Policy 103

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

103B

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses consistent with Policy #302.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Travel Expense Reimbursement Policy 302

ADOPTED: 12/15/05
12/07/06
02/07/08
02/05/09
02/04/10
05/05/11

CONSIDER DISCONTINUANCE - SEE PAGE 1 OF POLICY 515 (ATTACHED)
WHICH BASICALLY COVERS THIS

STUDENT BEHAVIOR

524

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

It is a responsibility of the School Board, administrators and all district personnel to safeguard the health and safety of each student. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, State Board of Education Regulations and School District Policies.

The School Board recognizes its responsibility to meet the educational needs of students who do not respond well to normal school programs. Such efforts may include utilizing special services personnel and outside referral agencies and/or adjusting normal school procedures. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of student behavior and conduct. All rules and regulations regarding student behavior will be approved by the School Board.

ADOPTED: 8/15/77

DISCIPLINE POLICY

I. STATEMENT OF PHILOSOPHY

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. This School Discipline Policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is a responsibility of the School Board, administrators and teachers to safeguard the health and safety of each student. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, Department of Education Regulations and School District policies.

The School Board recognizes its responsibility to meet the educational needs of students who do not respond well to normal school programs. Such efforts may include utilizing special services personnel and outside referral agencies and/or adjusting normal school procedures. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of student behavior and conduct. Building principals and appropriate staff will annually review this policy to assess its effectiveness. All rules and regulations regarding student conduct and misconduct will be approved annually by the School Board. Discipline of students with individual education programs will be consistent with state and federal laws.

The District believes that positive, proactive behavior strategies are effective in minimizing disruptive behavior. Programs and practices are in place throughout the district that promote the use of positive behavior supports and interventions, including training on the communicative intent of behavior, relationship building and de-escalation strategies.

Physical holding or seclusion are never used as a method of discipline or punishment. Such procedures may be used in a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage. The district's policy regarding the use of restrictive procedures will be detailed in a separate district policy.

II. ELEMENTARY SCHOOL CODE OF CONDUCT

A. Elementary Student Code of Conduct

The Elementary School Student Code of Conduct is in effect from the time a student arrives at the bus stop and boards the bus at the beginning of the day until the student

**CONSIDER EITHER UPDATING THE REFERENCES FROM MN CFL TO MN MDE
OR DISCONTINUING THIS POLICY. INFORMATION ON FREE AND REDUCED
LUNCHES IS MAILED TO FAMILIES EACH YEAR (see attachment).**

305

FREE AND REDUCED LUNCHES

1. It shall be the policy of the School Board to provide free or reduced lunches and milk to those students who come from families which are under public assistance or which have income levels below those suggested by the ~~Department of Children, Families and Learning~~ **Minnesota Department of Education**.
2. In so doing, the Board will follow the guidelines set up by the ~~State Minnesota~~ **State Minnesota** Department of Education ~~Children, Families and Learning~~ pursuant to the requirements of the National School Lunch Program.

Revised: 7/21/75
Revised: 6/16/97



THIS INFORMATION IS SENT
OUT IN THE "BACK TO SCHOOL
EDITION" OF THE FLAS
SCHOOL CONNECTIONS

FOREST LAKE FOOD SERVICE
200 - 4th Street, SW • Forest Lake MN 55025
www.forestlake.k12.mn.us

Supervisor: Joy Cook..... 651-982-8395
Food Service Specialist: Kathy Hoff..... 651-982-8393
Sr. Administrative Assistant: Judy Liebsch..... 651-982-8396
Tech Specialist: LeAnn Rodmyre..... 651-982-8394

Dear Parent/Guardian:

Our school provides healthy meals each day. Elementary breakfast costs \$1.20; elementary lunch costs \$2.00. Secondary breakfast cost \$1.50; secondary lunch cost \$2.30.

Your children may qualify for free or reduced-price meals. Reduced price is \$.40 for lunch. "Reduced-price" breakfasts are served at no charge. Milk break and ala Carte items are not included in this program. To apply for free or reduced-price school meals, complete the enclosed Application for Educational Benefits following the instructions on the back side of this page. A new application must be submitted each year.

Your application also helps our school qualify for additional education funds and discounts. Free/reduced meals may qualify you for other school benefits. Retain our letter confirming your eligibility to request other reduced district fees.

Return your completed Application for Educational Benefits to: Forest Lake Area Schools
Food Service Department
200 - 4th Street, SW
Forest Lake, MN 55025

Who can get free or reduced-price meals? Children in households participating in Food Support (SNAP), Minnesota Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster children can get free school meals without reporting household income. Also, children can get free or reduced-price meals if their household income is within the maximum income shown for the household size. An application must be submitted each school year.

Can foster children get free meals? Yes, foster children who are the legal responsibility of a foster care agency or court are eligible for free meals regardless of household income.

I get WIC. Can my children get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an application.

May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for your children to qualify for free or reduced-price meals.

If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your income goes down, household size goes up, or if you start receiving Food Support (SNAP), MFIP, or FDPIR benefits.

Who should I include as members of my household? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives or friends). Include a household member who is temporarily away, such as a college student. Do not include a person who is economically independent and pays their full pro-rated share of all expenses.

What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get it only sometimes.

Are military housing and supplemental allowances counted as income? Do not include any housing allowance from the Military Housing Privatization Initiative or a Family Subsistence Supplemental Allowance. Include the portion of a deployed service member's income that is made available to the household, except do not include combat pay or Deployment Extension Incentive Pay.

How will the information I provide be kept? Information you provide on the form, and your child's approval for school meal benefits, will be protected as private data. See the back page of the Application for Educational Benefits for more information.

Will the information I give be checked? Yes and we may also ask you to send written proof.

What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing.

Do I need to notify school officials if my income increases or my household size decreases after I have qualified for free or reduced-price meals? No. Approval for free or reduced-price meals is good for the school year unless the household has received a temporary approval for school meal benefits.

If you have other questions or need help, please contact Judy Liebsch, Food Service Sr. Office Assistant - (651) 982-8396.

Sincerely,

Joy Cook

Supervisor of Food Service

Instructions for Completing the *Application for Educational Benefits*

Complete an application if one or more of the following apply to your household:

- Any member of the household currently participates in any of these three programs: *Minnesota Family Investment Program (MFIP)*, *Food Support (SNAP)*, or *Food Distribution Program on Indian Reservations (FDPIR)*.
- One or more children in the household are *foster children* (a welfare agency or court has legal responsibility for the child).
- *Total household income* (gross earnings, *not* take-home pay) is within these guidelines:

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	20,147	1,679	840	775	388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
For each additional household member add:	7,067	589	295	272	136

Section 1 Check the box if this is the first time that you have applied for meal benefits for any of your children at this school district or nonpublic school.

Section 2 List all children in the household, including foster children, and provide the requested information for each child. List any regular incomes to children such as SSI payments or regular earnings. Do not list occasional earnings like babysitting.

Foster children: check the "foster child" box for each child who is a foster child (a welfare agency or court has legal responsibility for the child). If all children who need to be approved for school meal benefits are foster children, skip sections 3 and 4.

Section 3 If any member of the household receives public assistance from any of the following three programs, write in the person's name and case number: *Minnesota Family Investment Program (MFIP)*, *Food Support (SNAP)*, or *Food Distribution Program on Indian Reservations (FDPIR)*. If section 3 is completed, skip section 4. A Medical Assistance number does *not* qualify for this purpose.

Section 4 Write in all adult household members and all incomes. Include all adult persons who live in the household whether related or not. Also include any persons who are temporarily away, such as a student away at college.

For earnings, list *gross income before taxes and other deductions*, not take home pay. You should be able to find your gross income on your pay stub. For *farm/self-employment income only*, list net income after business expenses. Write in how often each income is received: Weekly (W), Bi-Weekly (every other month) (BW),

Twice per Month (TM), or Monthly (M). Do *not* write in an hourly wage.

Examples of "other income" to include in the last column are farm or self-employment income, Veterans (VA) benefits, and disability benefits.

Do not include as income: foster care payments, federal education benefits, or assistance provided by MFIP, Food Support (SNAP), WIC or FDPIR. Military: Do *not* include income from the Military Privatized Housing Initiative or combat pay.

Section 5 Leave these boxes blank if you want to share your school meal eligibility status with these health benefit/insurance programs. Check the boxes if you do not want to share your eligibility status with these programs.

Section 6 The form must be signed by an adult household member. If section 4 of the application has been completed, the signer must provide the last four digits of their Social Security number unless they indicate that they do not have a Social Security number. Provide address and phone number to assist in processing your application.

Also please provide voluntary racial/ethnic information requested on the back page of the form.

Application for Educational Benefits

Free and Reduced-Price School Meals • School Year 2011-12 • State and Federally Funded

Mail or fax to:

Forest Lake Area Schools
Food Service Dept.
200 - 4th Street, SW
Forest Lake, MN 55025
Fax: (651) 982 - 8397

1. ☐ Check here if this is the first school meal application at this school district or nonpublic school for any child listed below.

2. Names of all Children in Household including Foster Children Attach additional page if necessary		Date of Birth Month/Day/Year	Grade	School	✓ if foster child *	Any Regular Income to Child (for example SSI)
First Name	Last Name	____/____/____	____	____	____	\$ _____ per _____
_____	_____	____/____/____	____	____	____	\$ _____ per _____
_____	_____	____/____/____	____	____	____	\$ _____ per _____
_____	_____	____/____/____	____	____	____	\$ _____ per _____

* The child is the legal responsibility of a welfare agency or court. If all children applied for are foster children, skip Sections 3 and 4.

3. Benefits (if applicable)
If any household member receives benefits from a program listed below, check the applicable box and write in the name of the person receiving benefits and their case number. Skip section 4.

Name _____ Case Number _____

☐ Minnesota Family Investment Program (MFIP)

☐ Food Support (SNAP)

☐ Food Distribution Program on Indian Reservations

Medical Assistance/WIC number does not qualify.

4. Names of all Adults in Household
(all household members not listed in Section 2)
Include all adults living in your household, related or not.
Attach additional page if necessary.

First Name	Last Name	Check if NO Income ✓	Gross Wages and Salaries - all jobs - before deductions -	Pension, SSI, Retirement, Social Security	Public Assistance, Child Support, Alimony	Unemployment, Worker's Comp, Strike Benefits	Any Other Income, including net Farm/ Self-Employment
_____	_____	_____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____
_____	_____	_____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____
_____	_____	_____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____	\$ _____ per _____

Household Incomes: Write in each gross income and how often it is received: weekly (W), bi-weekly (every other week) (BW), twice per month (TM), monthly (M). Do not write in hourly pay. If income fluctuates, write in the amount normally received.

5. If your children are approved for school meal benefits, this information may be shared with MinnesotaCare and General Assistance Medical Care programs to identify children eligible for Minnesota health insurance programs. See back page for more information. Leave the boxes blank to allow sharing of information.
☐ Do not share information with the MinnesotaCare health insurance program. ☐ Do not share information with the General Assistance Medical Care program.

6. I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get federal and state funds based on the information I give. I understand that if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Signature of Adult Household Member (required) _____ Print Name: _____ Date: _____
Social Security number - last 4 digits (required if Section 4 is completed): _____ OR ☐ I don't have a Social Security number
Address: _____ City: _____ Zip: _____ Home Phone: _____ Work Phone: _____

Total Household Size: _____ Total Incomes: \$ _____ per year

Approved (check all that apply): ☐ Case Number - Free ☐ Foster - Free ☐ Income - Free ☐ Income - Reduced Price ☐ Temporary until _____
Denied: ☐ Incomplete ☐ Income Too High ☐ Other _____
Signature - Determining Official: _____ Date: _____
Change Status To: _____ Reason: _____ Withdrawn: _____

Signature - Confirming Official: _____ Date: _____
Date Verification Sent: _____ Response Due: _____ 2nd Notice: _____
Result: ☐ No Change ☐ Free to Reduced-Price ☐ Free to Paid ☐ Reduced-Price to Free ☐ Reduced-Price to Paid ☐ Refused Cooperation
Reason for Change: ☐ Income ☐ Household Size ☐ Other: _____
Signature - Verifying Official: _____ Date: _____
Date Notice of Change Sent: _____

Privacy Act Statement / How Information Is Used

The National School Lunch Act requires that the household member signing the application must provide the last four digits of their Social Security Number unless an active Minnesota Family Investment Program (MFIP), Food Support (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) assistance number is supplied for your child, or you are applying for a foster child, or you do not have a Social Security number. Provision of a Social Security number is not mandatory, but if a Social Security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved.

We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

At public school districts, each student's eligibility status is also recorded on a statewide computer system used to report student data to the Minnesota Department of Education as required by state law. The Minnesota Department of Education uses this information to: (1) administer state and federal programs; (2) calculate compensatory revenue for public schools; and, (3) judge the quality of the state's educational program.

Sharing Information with MinnesotaCare and General Assistance Medical Care Programs

Children who are eligible for free and reduced-price school meals may be eligible for Minnesota health insurance programs. Your child's eligibility status for school meals (qualified for free or reduced-price meals) may be shared with the MinnesotaCare and General Assistance Medical Care programs unless you tell us not to share your information by checking the boxes in section 5 of the application. You are not required to share information for this purpose and your decision will not affect approval for school meal benefits.

Nondiscrimination Statement

This explains what to do if you believe you have been treated unfairly.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Children's Ethnic and Racial Identities (Optional)

Please provide the following information, which is used to determine the institution's compliance with civil rights laws. If the information is left blank, a representative of the institution is required to identify the ethnic and racial categories of participants for civil rights reporting.

1. Choose one ethnicity:
☐ Hispanic/Latino ☐ Not Hispanic/Latino
2. Choose one or more (regardless of ethnicity):
☐ Asian ☐ American Indian or Alaskan Native ☐ Black or African American
☐ Native Hawaiian or other Pacific Islander ☐ White

May 2011