

## **MEAL CREDIT AND FINANCIAL ASSISTANCE**

### **Purpose**

Maggie L. Walker Governor's School provides meal credits and financial assistance to eligible students to help ensure that students have access to meals during the school day.

Maggie L. Walker Governor's School provides breakfast and lunch through a contracted food service vendor. Information regarding the current food service provider, meal ordering, menus, pricing, and payment is made available to families through the school website and other school communications.

The Meal Credit and Financial Assistance program is administered by Maggie L. Walker Governor's School. It is not a federal free or reduced-price meal program.

### **Eligibility**

Maggie L. Walker Governor's School determines eligibility for meal assistance using self-reported information provided by the student's parent or guardian and the applicable federal income eligibility guidelines for school meals.

No income documentation or other supporting documentation is required as part of the Maggie L. Walker Governor's School application process.

Participation in the Community Eligibility Provision (CEP) by a student's home school or home school division does not, by itself, establish eligibility for meal assistance at Maggie L. Walker Governor's School.

A student may qualify for meal assistance based on one or more of the following:

1. Household income that meets the applicable federal income eligibility guidelines used by Maggie L. Walker Governor's School to determine eligibility for meal assistance.
2. A federally recognized categorical eligibility circumstance, such as participation in SNAP or TANF, foster-care status, or another qualifying circumstance.
3. A significant change in the family's financial circumstances or other financial hardship.

Maggie L. Walker Governor's School makes the eligibility determination for its Meal Credit and Financial Assistance program based on the information provided by the parent or guardian.

### **Home School Division Financial Support**

For students determined eligible for meal assistance by Maggie L. Walker Governor's School, the student's home school division provides financial support for eligible meal assistance.

Maggie L. Walker Governor's School may communicate the student's eligibility status to the student's home school division and will coordinate with the division as necessary regarding financial support.

### **Meal Assistance**

Meal assistance will be applied toward eligible breakfast and lunch purchases made through the school's contracted food service program.

The amount and method of providing meal assistance will be established administratively based on the

school's current food service program, meal costs, and arrangements with participating school divisions.

Meal assistance may not be converted to cash or used for purposes unrelated to school meals.

### **Confidentiality**

Information provided through the Meal Credit and Financial Assistance Request will be maintained confidentially and used only as necessary to determine eligibility, administer assistance, coordinate financial support with the student's home school division, and comply with applicable law.

Students receiving meal assistance will not be physically segregated, overtly identified, or otherwise treated differently because they receive financial assistance.

### **Changes in Financial Circumstances**

Families may request meal assistance at any time during the school year if their financial circumstances change or they experience significant financial hardship.

### **Review of Eligibility Determination**

A parent or guardian who has questions about or disagrees with an eligibility determination may request a review by the executive director or the executive director's designee.

### **Administration**

The executive director or the executive director's designee is responsible for administering the Meal Credit and Financial Assistance program and may establish additional procedures necessary to implement Policy 7006 and this regulation.

Information regarding the application process, current food service provider, meal ordering, and the individual designated to assist families will be maintained on the Maggie L. Walker Governor's School website and through appropriate school communications.

Adopted: April 24, 2014

Amended: October 19, 2023

Amended: May 21, 2015

Amended: September 17, 2026

Amended: September 14, 2017

Amended: February 15, 2018

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Cross Ref: Pol 7006 Food Services

## MEAL CREDIT AND FINANCIAL ASSISTANCE REQUEST

### Purpose

Maggie L. Walker Governor's School (MLWGS) provides meal credits and financial assistance to eligible students. MLWGS determines eligibility internally using self-reported information and the applicable federal income eligibility guidelines for school meals.

For students who qualify, the student's home school division provides financial support for meal assistance at MLWGS.

Participation in the Community Eligibility Provision (CEP) by a student's home school or school division does not, by itself, qualify a student for meal assistance at MLWGS.

This is not a federal free or reduced-price meal application. No supporting documentation is required. Eligibility for meal assistance will be determined by MLWGS based on the information provided on this form. MLWGS may notify the student's home school division of the student's eligibility status to coordinate financial support for eligible students.

Please complete and return this form to the Assistant Director's Office within 30 days of the start of the school year. Families may also apply during the school year if their financial circumstances change or a need for assistance arises.

### Questions

Dr. Max Smith, Assistant Director  
Maggie L. Walker Governor's School  
(804) 354-6800 ext. 2120  
msmith@gsgis.k12.va.us

### Student Information

Student Name (Last, First): \_\_\_\_\_

### Grade Level:

- ☐ Grade 9
- ☐ Grade 10
- ☐ Grade 11
- ☐ Grade 12

### Home School Division:

- ☐ Charles City
- ☐ Chesterfield
- ☐ Colonial Heights
- ☐ Dinwiddie
- ☐ Goochland
- ☐ Hanover
- ☐ Henrico

- ☐ Hopewell
- ☐ King and Queen
- ☐ New Kent
- ☐ Petersburg
- ☐ Powhatan
- ☐ Prince George
- ☐ Richmond

Student Address: \_\_\_\_\_

**Parent/Guardian Information**

Parent/Guardian Name (Last, First): \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**Financial Eligibility**

Please check all that apply.

Eligibility is based on the applicable federal income eligibility guidelines and information provided by the parent or guardian. No income documentation or other supporting documentation is required.

☐ Income Eligibility

I certify that my household income meets the applicable federal income eligibility guidelines used by MLWGS to determine eligibility for meal assistance.

☐ Categorical Eligibility

My student meets a federally recognized categorical eligibility requirement, such as participation in SNAP or TANF, foster-care status, or another qualifying circumstance.

☐ Financial Hardship

My family's financial circumstances have changed or created a significant hardship, and I would like MLWGS to consider my student for meal assistance.

**Certification**

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that MLWGS will use the information provided to determine my student's eligibility for meal credits and financial assistance.

I understand that MLWGS makes the eligibility determination and that my student's eligibility is not established solely by the student's home school or school division's participation in the Community Eligibility Provision (CEP).

I understand that, when a student is determined to be eligible, the student's home school division is responsible

for providing financial support for eligible meal assistance.

Parent/Guardian Name: \_\_\_\_\_

*Parent/Guardian name may serve as a digital signature when the application is submitted electronically.*

Date: \_\_\_\_\_

