

## **Local Education Agency (LEA) Free and Reduced-price Meals Fair Hearing Procedure.**

Households must request an Appeals Conference or Fair Hearing within ten calendar days of receiving the notice of benefit determination.

If the household is not satisfied with the results of the Appeals Conference, a Fair Hearing must be requested within five calendar days following the Appeals Conference.

Conference and hearing request can be made by email to [dnelson@epiphanymn.org](mailto:dnelson@epiphanymn.org)

An Appeals Conference and/or Fair Hearing request will go to The Principal and School Food Authority for scheduling.

The LEA will provide a notice with the date and time of the conference or hearing within five calendar days of receiving the request for an appeals conference or fair hearing.

A minimum of three LEA staff will be present at each Appeals Conference and/or Fair Hearing. One staff person will be responsible for maintaining meeting minutes. The determining official may participate.

The appeal will be considered abandoned if:

- Households do not submit a request for a conference/hearing within ten days of receiving the notice of benefit determination.
- Households or their authorized representative does not participate in the conference/hearing.

Within five calendar days of the fair hearing, households will be provided with written notification of the results of the hearing. The hearing official's decision is final. Appeal documentation will be maintained for three years and stored in the office of the School Food Authority.