

Meal Denial Manual

<http://cnp.doe.louisiana.gov>

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Overview of Legislation

- If a public elementary school governing authority adopts a policy of denying a scheduled meal to a child, [LA R.S. 17:192.1](#) requires implementation of the following procedures:
 - ✓ Provide notification to the parent/guardian and verify that the child does not have an IEP that requires a meal prior to withholding a meal.
 - ✓ Provide a sandwich or substantial and nutritious snack as a substitute for the denied meal.
 - ✓ Contact DCFS to report the family for failure to pay upon the third instance of a child being denied a meal during a single school year.
 - ✓ Ensure compliance with the nondiscrimination provisions of [LA R.S. 17:195](#).
 - ✓ Document each instance that a child is denied a meal, to be provided upon request by the agencies listed in the legislation.
- Please refer to the legislation for a complete description of requirements.

Clarifications

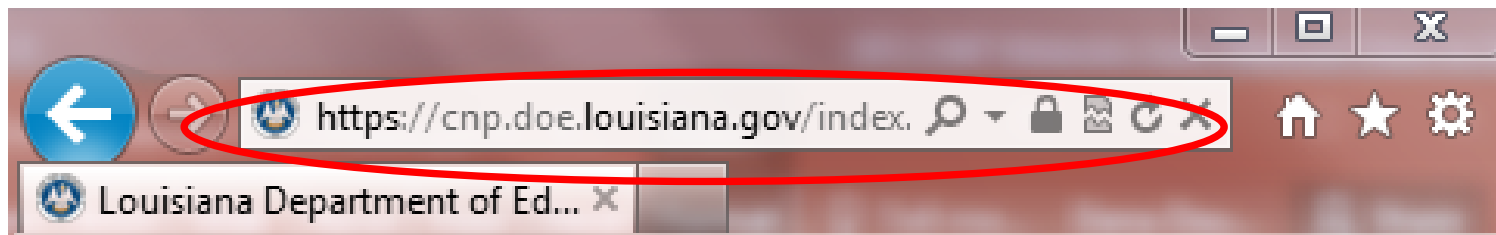
- Public elementary school grades are Pre K-8.
- LA R.S. 17:192.1 does not prohibit the school from **charging** the student for the sandwich/substantial snack provided.
- Providing a snack as required by LA R.S. 17:192.1, if a meal is denied, would not be considered to be a violation of any confidentiality provision.

Accessing the CNP Website

Meal Denial

The next few steps assume that you have basic computer knowledge.

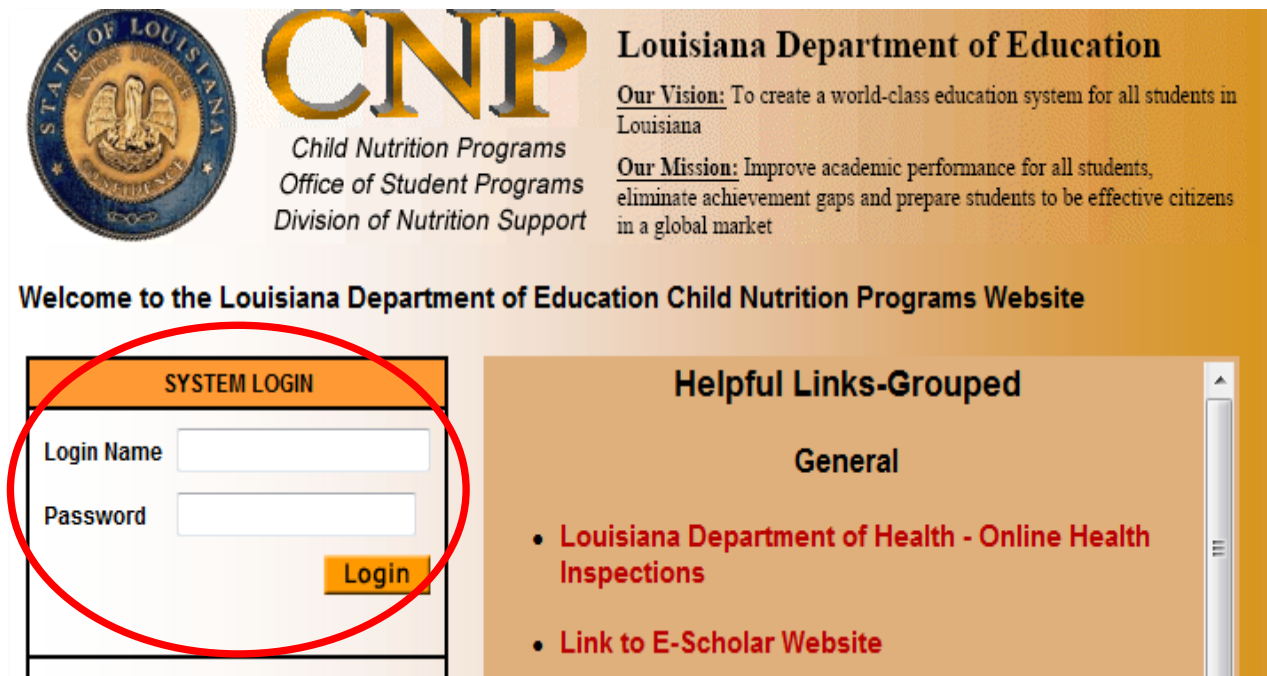
1. Connect to the Internet.
2. Open your browser, preferably Microsoft Internet Explorer. (**NOTE:** You may download the latest version of Microsoft Internet Explorer by clicking the icon below the login box on the CNP login page.)
3. Type <http://cnp.doe.louisiana.gov> the Address bar. (**NOTE:** Be careful not to type the address in a Search box.)




Accessing the CNP Website

Meal Denial

4. Enter Login Name and Password to access the SFS program database
5. Click *Login*



 **CNP** Louisiana Department of Education
*Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support*

Our Vision: To create a world-class education system for all students in Louisiana
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

SYSTEM LOGIN

Login Name

Password

Login

Helpful Links-Grouped

General

- [Louisiana Department of Health - Online Health Inspections](#)
- [Link to E-Scholar Website](#)

Accessing the CNP Website

Meal Denial

6. Click *School Food Service*



7. Click *Meal Denials*



Add a Meal Denial

1. Select Yes to add a meal denial. The default answer is No

Meal Denials for ZZZ Sponsor (Test Sponsor)

Program Year:

2019






Has your School System denied any meals to public elementary students during the 2018 - 2019 program year?

Yes No

Add a Meal Denial

2. Complete all information in the fields listed below
3. Click *Insert* button (blue check mark)

Site Name:	ZZZ Elementary School
Denial Date:	<input type="text"/> 
Meal Type:	Breakfast
Child's Age:	3
Child's Grade:	PreK
Eligibility Status:	Reduced
Notification Method:	Letter
Referred to DCFS:	<input type="checkbox"/>
Denial Reason:	No Funds

4. Click *OK*

Added new meal denial entry



Add a Meal Denial

Site Name: Select the site name from the drop-down list.

Denial Date: The date the child was denied a meal.

Meal Type: Select Breakfast, Lunch or Snack from the drop-down list.

Child's Age: The age of the child that was denied a meal.

Child's Grade: The grade of the child that was denied a meal.

Eligibility Status: Select Free, Reduced, or Paid from the drop-down list.

Notification Method: Select Letter Email, Telephone, Fax, In Person from the drop-down list. This is referring to how the parents were notified that their child was denied a meal.

Referred to DCFS: Click in the checkbox if Department of Child and Family Services (DCFS) was notified.

Denial Reason: Select No Funds, Unpaid Balance, and No Funds from the drop-down list.

Delete a Meal Denial


1. Click *Delete* button (red x)

Meal Denials for ZZZ Sponsor (Test Sponsor)

Program Year:


Has your School System denied any meals to public elementary students during the 2018 - 2019 program year? Yes No

Complete for each instance when a public elementary school child was denied a meal:

+ Add									
Site Name	Denial Date	Meal Type	Child's Age	Child's Grade	Eligibility Status	Notification Method	Referred to DCFS	Denial Reason	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ZZZ Elementary School	12/3/2018	Breakfast	3	PreK	Reduced	Letter		No Funds	

2. Click *OK* to confirm deletion of the meal denial

Are you sure you want to delete this record?



3. Click *OK*

Meal Denial Deleted.

