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Dependents' Education
Free and Reduced-Price Meal Program

*This regulation supersedes AE Regulation 352-1, 1 April 2005.

For the Director:

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Summary. This regulation prescribes policy and procedures for the Free and Reduced-Price Meal Program Europe.

Summary of Change. This revision incorporates administrative changes throughout and adds the statement that the garrison commander will send letters for application for the program to Families arriving throughout the school year (para 4c(1)).

Applicability. This regulation applies to commanders of United States Army garrisons and sponsors of Department of Defense Dependents Schools students.

Supplementation. Organizations will not supplement this regulation without IMCOM-Europe (IMEU-MWC) approval.

Forms. This regulation prescribes AE Form 352-1A. AE and higher level forms are available through the Army in Europe Library and Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is IMCOM-Europe (IMEU-MWC, DSN 379-6184). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-MWC), Unit 29055, APO AE 09081-9055.

Distribution. B (AEPUBS).

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1. PURPOSE

This regulation prescribes policy and procedures for receiving free and reduced-price meals and free milk in Department of Defense Dependents Schools (DODDS) in the European theater.

2. REFERENCES

- a. DOD Directive 1015.5, DOD Student Meal Program.
- b. DA Form 2028, Recommended Changes to Publications and Blank Forms.
- c. AE Form 352-1A, Confidential Application for Free and Reduced-Price Meals and Free Milk.
- d. United States Department of Agriculture Eligibility Manual For School Meals (http://www.fns.usda.gov/cnd/guidance/eligibility_guidance.pdf).

3. EXPLANATION OF ABBREVIATIONS

DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
IMCOM-Europe	United States Army Installation Management Command, Europe Region

4. RESPONSIBILITIES

a. Secretary of Agriculture. The United States Secretary of Agriculture prescribes income guidelines for determining eligibility for free and reduced-price meals and free milk and publishes these guidelines in the Federal Register each year.

b. Director, IMCOM-Europe. The Director, IMCOM-Europe, will provide eligibility guidelines to organizations and units in Europe according to the United States Department of Agriculture Eligibility Manual For School Meals (ref 2d).

c. Garrison Commanders. Garrison commanders will—

(1) Send letters to households with children who attend DODDS schools. These letters will be sent beginning 1 July (when the new eligibility season starts) and to incoming Families arriving throughout the school year. Letters will include AE Form 352-1A and provide information on the following:

- (a) Eligibility criteria for the Free and Reduced-Price Meal Program.
- (b) Instructions on how to apply for the program.

(c) Instructions on how to appeal a denial for enrollment in the program.

(2) Determine the eligibility of the applicant within 10 workdays after receiving the application, and send a written notice of their decision to each household that submitted an application.

(3) Maintain a list of students who are enrolled in the Free and Reduced-Price Meal Program. The list will include the names of enrolled children, their sponsors, and the schools the children attend (when there is more than one school on an installation).

(4) Update the list in (3) above each month to include any additions or deletions of students. The updated list will be sent to the exchange manager (or the person in charge of the place where meal tickets are dispensed) by the 10th workday after each school month. Because the information on the list is personal, it should be sent directly to the person it is intended for rather than to a generic address.

d. Heads of Households. Heads of households may request enrollment in the program by completing AE Form 352-1A and submitting it to the local garrison.