

(To be included with denial of either free or reduced price meals, snacks or milk approval.)

## **PARENT APPEAL RIGHTS AND PROCEDURES**

### Right to Appeal

Any person who is not satisfied with the decision of the Approving Official regarding eligibility for Free or Reduced Price Meals or Free Milk may appeal and receive a hearing. A Hearing Officer will hear your appeal and make a decision.

### Hearing Procedures

1. If you want to appeal the decision of the approving official regarding meal/milk benefits, you should request a hearing with Dr. James Morse  
(Name of Hearing Official)  
at 603-868-5100.  
(Phone number)
2. You have the right to examine, before the hearing, any records concerning your child's eligibility. This includes any documents and records presented to support the decision under appeal.
3. You may request an informal meeting with a representative of the School Department prior to the hearing.
4. The hearing will be scheduled with reasonable promptness. If possible, it will be held at a time, place and date convenient for you. You will receive written notice of the hearing schedule.
5. You may choose to be represented at the hearing by an attorney or a friend. You may represent yourself.
6. At the hearing, you have the right to present oral and written evidence to support your appeal and to present witnesses to testify for you.
7. You have the right to question any witnesses presented by the School Department and refute any testimony or evidence presented by the School Department.
8. The hearing will be conducted by the Hearing Official who did not participate in making the School Department's decision to deny your child's application.
9. The decision of the Hearing Official will be based only on the evidence presented at the hearing.
10. You will be notified in writing by the Hearing Official of the decision concerning your appeal.
11. The decision of the Hearing Officer will be the final administrative decision. You have the right to appeal any adverse decision to the Superior Court within thirty (30) days of the decision.
12. A written record of the hearing and the decision will be maintained and will be available for examination for a period of three (3) years plus the current year.