



Rye City School District

Administrative Offices
555 Theodore Fremd Avenue, Suite B-101
Rye, New York 10580
Tel.: (914) 967-6100 Ext. 6270 Fax : (914) 967-6957

Gabriella OConnor
Assistant Superintendent for Business
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Dear Parent/Guardian:

Children from households that meet Federal income guidelines (outlined below) are eligible for free and reduced meals.

How to Apply: To get free or reduced price meals for your children, submit a **Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the attached application. Once signed, return the application and a COPY of your most recent tax return to the RCSD Administrative Office, Attn: Gabriella OConnor at: 555 Theodore Fremd Ave., Suite B-101, Rye, NY 10580 as soon as possible.**

You may apply for benefits any time during the school year.

If you are currently receiving food stamps, Aid to Dependent Children (ADC)/Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include:

- Child(ren) Name(s)
- Household food stamp, ADC/TANF, and/or FDPIR number(s) for all children for whom you are applying
- Names of All other household members
- Current monthly income amount and origin for each household member
- Social security number and signature of the adult household member(s) whose income is being considered for the application

Applications that are not complete cannot be processed. Contact your local Department of Social Services for your food stamp or TANF number or complete the income portion of the application.

Income Eligibility Chart: If the total household income is the same or less than the amounts on the Income Chart, your children may be eligible to receive free or reduced meals. The policy booklet that contains the income information can be found at: <http://www.cn.nysed.gov/national-lunch-program>

Verification: The District's Food Service Department requires a copy of your most recent tax return to verify eligibility for free or reduced price meals, *please include with the application.*

Reapplication/Reporting Changes: Once approved, you must complete a new application in the event:

- If your household income increases by more than \$50 per month/ \$600 per year
- If you become unemployed
- If your household size decreases
- If you are no longer receiving food stamp, ACD/TANF or FDPIR

Income Exclusions: The value of any child care provided, arranged, or any amount received as payment/reimbursement of child care costs incurred under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

Foster Child: Foster child(ren) may be eligible for meal benefits. The application must include the child(ren) name(s), the child(ren) "personal use" income and an adult signature. If you have questions, contact the school for help with the application.

Nondiscrimination Statement: In accordance with Federal law and U.S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Fair Hearing: If you do not agree with the Food Service Department's decision on your application or the result of verification, you may discuss it with the Assistant Business Administrator, Katherine Viggiano, at office number 914-967-6100 ext.6277.

Meal Service to Children with Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment that substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. You must request the special meals from the schools and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please contact the District Health Service Office at (914) 967-6100 ext. 1930.

Confidentiality: The United States Department of Agriculture has approved the release of students' names and eligibility status, without parent /guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine information such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal, state or local nutrition programs similar to the National School Lunch Program. In addition, *all* information contained in the free price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

The disclosure of eligibility information not specifically authorized by the NSLA requires parent/guardian written consent.

Once the completed application is received, determination of approval/denial will be issued in writing within 7 business days.

Sincerely,

Gabriella OConnor

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