



Ossining Union Free School District

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Dr. Phyllis Glassman
Superintendent of Schools

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Dear Parent/Guardian:

Children need healthy meals to learn, and the Ossining Union Free School District offers these meals every school day. Breakfast costs \$.85 in the elementary and middle schools and \$1.20 in the high school; lunch costs \$1.90 in the elementary schools and \$2.00 in the middle school and high school.

Children from households who meet federal income guidelines, outlined below, are eligible for free meals or reduced-price meals. Reduced-price meals cost each eligible student \$.25 for breakfast and \$.25 for lunch. To apply for free or reduced-price meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance **OR** complete the enclosed application, sign it and return it to your child's school as soon as possible. We cannot approve an application that is not complete, so be sure to fill out all required information. Please refer to the guidelines contained in this letter when completing the application.

We will let you know if your application is approved or denied. Any benefits you are approved for are effective for the entire school year.

Income Chart: The following chart lists income levels according to household size and income levels. If your total household income is the same or less than the amounts on the Income Chart below, your children can receive reduced-price meals, and may be eligible to receive free meals.

REDUCED-PRICE MEAL ELIGIBILITY INCOME CHART			
Effective from July 1, 2008 to June 30, 2009			
Household Size	Annual Income	Monthly Income	Weekly Income
1	\$19,240	\$1,604	\$370
2	25,900	2,159	499
3	32,560	2,714	627
4	39,220	3,269	755
5	45,880	3,824	883
6	52,540	4,379	1,011
7	59,200	4,934	1,139
8	65,860	5,489	1,267
For each additional family member, add	6,660	555	129

How to Apply:

- Submit a Direct Certification letter received from the New York State Office of Temporary and Disability Assistance OR carefully complete one application for your household and return it to your child's school.
- If you receive food stamps, Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household food stamp, TANF or FDPIR number and the signature of an adult household member.
- All children with the same case number may be listed on the same application; separate applications are required for children with different case numbers.
- Contact your local Department of Social Services for your Food Stamp or TANF number or complete the income portion of the application. If you do not list a food stamp, TANF or FDPIR number for all of the children for whom you are applying, the

application must include the names of everyone in the household, the amount of income of each household member, how often the income is received and where it comes from.

- The application must include the signature of an adult household member and that adult's social security number, or the word "none" if the adult does not have a social security number. Without these, the application cannot be approved.

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

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. 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.

Meal Service to Children With Disabilities: Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability that may restrict their diets. (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, 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 school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information as there is specific information that the medical certification must contain.

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. These programs include Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, the evaluation of socioeconomic status of the school's attendance area, and the assessment of educational progress.

Information may also be released to state health or state education programs administered by state agencies or local education agencies (provided that agency administers the program) and federal, state, or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the applications 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 (CAN), 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 a written consent statement from the parent/guardian.

Payment: Please note that Board policy requires payment for all full-price or reduced-price meals at time of purchase. If your child will have access to the meal card privilege, funds must be available on the card at the time of purchase; no credit will be extended. Free and reduced-price meals will be available only after application approval.

Thank you for your participation in our school meal programs.

Sincerely yours,



Phyllis Glassman
Superintendent of Schools

PG:vm
Enclosures

Free and Reduced Meal Program Questions and Answers

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. Do not fill out more than one application for your household.
2. Who can get free meals? Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of household income. In addition, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines. Each foster child must be listed on a separate application, with Part 2 completed and include an adult signature.
3. Can homeless, runaway, and migrant children get free meals? Please call your child's school to see if your child(ren) qualify if you have not been informed that they will get free meals.
4. Who can get reduced-price meals? Your children can get low-cost meals if your household income is within the reduced-price limits on the Federal Income Chart.
5. Should I fill out an application if I received a letter this school year saying my children are approved for free or reduced-price meals? Please read the letter you received carefully and follow the instructions. Call your child's school if you have questions.
6. I get WIC: can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out and submit an application.
7. Will the information I give be checked? The school may ask you at any time during the school year to verify your eligibility. You will be notified in writing if you have been selected for Verification. School officials may ask you to send papers showing that your child should receive free or reduced-price meals at the time you applied.
8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced-price meals.
9. What if I disagree with the school's decision about my application? If you do not agree with the school's decision on your application or the result of Verification, you may wish to discuss it. This can be done by calling or writing to me at the phone number or address on this letterhead. You have the right to a fair hearing.
10. May I apply if someone in my household is not a United States citizen? Yes. You or your child(ren) do not have to be United States citizens to qualify for free or reduced-price meals.
11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
12. What if my income is not always the same? List the gross (before deductions) amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
13. How can I help the application approval process? Please make sure that the application is handwritten clearly and completely, especially income and its frequency, social security number information, and signature.