

LANSINGBURGH CENTRAL SCHOOL DISTRICT
576 FIFTH AVENUE
TROY, NEW YORK 12182
(518) 233-6850

Lisa Kyer
Business Manager

Daniel J. Carroll
Treasurer

July 2010

Dear Parent/Guardian:

Children need healthy meals to learn. The Lansingburgh Central School District offers healthy meals every school day. Breakfast costs \$.75 for grades K-5 and \$.85 for grades 6-12; lunch costs \$1.25 for grades K-5 and \$1.50 for grades 6-12.

Children from households that meet Federal income guidelines (outlined below) are eligible for free meals or reduced price meals. Reduced price meals cost each eligible student \$.25 for lunch and \$.25 for breakfast. 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 the District Offices as soon as possible. Please refer to the guidelines contained in this letter when completing the application. We cannot approve an application that is not complete, so be sure to fill out all required information.

Complete the application to apply for free or reduced price meals. **You only need to fill out one application for your 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.

Eligibility: Children in households receiving Food Stamps or TANF are eligible for free meals regardless of your income. Children in households participating in WIC may be eligible for free or 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 (shown below). Your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines. Also, you or your children do not have to be a U.S. citizen to qualify for free or reduced price meals.

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

REDUCED PRICE ELIGIBILITY INCOME CHART

July 1, 2009 to June 30, 2010 (Effective until further notice)

Household Size	Annual	Monthly	Twice Per		Weekly
			Month	Every 2	
1.....	\$20,036	\$1,670	\$835	\$771	\$386
2.....	26,955	2,247	1,124	1,037	519
3.....	33,874	2,823	1,412	1,303	652
4.....	40,793	3,400	1,700	1,569	785
5.....	47,712	3,976	1,988	1,836	918
6.....	54,631	4,553	2,277	2,102	1,051
7.....	61,550	5,130	2,565	2,368	1,184
8.....	68,469	5,706	2,853	2,634	1,317
For each additional family member add...	+6,919	+577	+289	+267	+134

How to Apply: To receive free or reduced price meals for your children you may submit a **Direct Certification letter received from the NYS Office of Temporary and Disability Assistance, OR carefully complete the application** and return it to the District Offices. If you now receive Food Stamps, or 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 number, TANF or FDPIR case 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. If you do not list a Food Stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It 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. An application that is not complete cannot be approved. Contact your local Department of Social Services for your Food Stamp or TANF case number or complete the income portion of the application.

Fluctuating Income: List the amount that you normally receive. For example, if you normally get \$1,000 each month, but you missed some work 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.

Foster Child: Your foster child may be eligible for meal benefits, regardless of your income. **Each foster child must be listed on a separate application with Part 2 completed.** An application for each foster child must have the child's name, the child's "personal use" income and an adult signature.

Reapplication: You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, you have a decrease in household income or an increase in family size, or if you start receiving Food Stamps, TANF or other benefits, you may request and complete an application at that time.

Verification: 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.

Reporting Changes: The benefits that you are approved for at the time of application are effective for the entire school year. **You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive food stamps.**

Income Exclusions: The value of any child care provided or arranged, or any amount received as payment for such child care 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.

Fair Hearing: If you do not agree with the school's decision on your application, you may wish to discuss it with the school. You also have the right to a fair hearing. This can be done by calling or writing the following official:

Lisa Kyer, Business Manager
Lansingburgh Central School District
576 Fifth Avenue
Troy, New York 12182
Telephone 233-6850

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, 1400 Independence Avenue, SW, Washington, DC 20250-9410* or call (202)720-5964. 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 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 which 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 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 such as 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, 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. Additionally, all information contained in the free and reduced 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 a written consent statement from the parent/guardian.

We will let you know when your application is approved or denied.

Sincerely,

Daniel J. Carroll,
Treasurer