



Office of P-20 Education Policy  
 Child Nutrition Program Administration  
 89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
 (518) 473-8781 Fax (518) 473-0018  
[www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

**Letter to Parents for School Meal Programs  
 Special Provision Options (Provision 2 Non-Base Year & Community Eligibility Provision)  
 2023-2024 SCHOOL YEAR**

Dear Parent or Guardian:

We are pleased to inform you that **FLOWER HILL, JEFFERSON, SOUTHDOWN, WASHINGTON, JACK ABRAMS STEM MAGNET, WOODHULL INTERMEDIATE, J. TAYLOR FINLEY MIDDLE SCHOOL, AND HUNTINGTON HIGH SCHOOL** will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for the 2023-2024 school year.

**What does this mean for your child(ren) attending the school(s) identified above?**

All students enrolled at **FLOWER HILL, JEFFERSON, SOUTHDOWN, WASHINGTON, JACK ABRAMS STEM MAGNET, WOODHULL INTERMEDIATE, J. TAYLOR FINLEY MIDDLE SCHOOL, AND HUNTINGTON HIGH SCHOOL** are eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** to your household each day of the **2023-2024** school year, regardless of household income. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

**HOWEVER, WE NEED YOUR ASSISTANCE TO SUSTAIN PROGRAMS.**

\*\*\*\*\*For our district to receive additional financial support from the State and Federal Government for other family and student programs and educational resources, **WE NEED ALL FAMILIES TO COMPLETE THE APPLICATION FOR MEALS/CEP HOUSEHOLD INCOME ELIGIBILITY FORM AS ATTACHED.**

If your income is above the threshold on the attached chart, you should indicate Not Applicable, N/A.

**IF YOUR INCOME FALLS AT OR BELOW THE THRESHOLD AS LISTED ON THE FORM**, we need you to provide your income amount and return it back to the school district.

**THANK YOU** for completing the form.

It helps **ALL** of our students.

If you have any further questions, please contact us at the Nutrition Office at (631) 673-2107

Sincerely,

Rubie R. Harris – Assistant Superintendent for Finance & Management Services

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**HUNTINGTON UNION FREE SCHOOL DISTRICT**  
**Huntington, New York**

**2023-2024 REDUCED PRICE INCOME ELIGIBILITY GUIDELINES**

| <b>Total Household Size</b> | <b>Annual</b> | <b>Monthly</b> | <b>Twice per Month</b> | <b>Every Two Weeks</b> | <b>Weekly</b> |
|-----------------------------|---------------|----------------|------------------------|------------------------|---------------|
| 1                           | \$ 26,973     | \$ 2,248       | \$ 1,124               | \$ 1,038               | \$ 519        |
| 2                           | \$ 36,482     | \$ 3,041       | \$ 1,521               | \$ 1,404               | \$ 702        |
| 3                           | \$ 45,991     | \$ 3,833       | \$ 1,917               | \$ 1,769               | \$ 885        |
| 4                           | \$ 55,500     | \$ 4,625       | \$ 2,313               | \$ 2,135               | \$ 1,068      |
| 5                           | \$ 65,009     | \$ 5,418       | \$ 2,709               | \$ 2,501               | \$ 1,251      |
| 6                           | \$ 74,518     | \$ 6,210       | \$ 3,105               | \$ 2,867               | \$ 1,434      |
| 7                           | \$ 84,027     | \$ 7,003       | \$ 3,502               | \$ 3,232               | \$ 1,616      |
| 8                           | \$ 93,536     | \$ 7,795       | \$ 3,898               | \$ 3,598               | \$ 1,799      |
| *Each add'l person, add     | \$ 9,509      | \$ 793         | \$ 397                 | \$ 366                 | \$ 183        |

Qualifying may also include the following benefits:

**K- 6 students**

- Free or reduced meals for summer camp programs
- Discounted rental fee for district instruments

**Secondary Students**

- ACT and SAT fee waivers
- Reduced fees for Advanced Placement Exams
- NCAA eligibility application fee waivers
- Discounted rental fee for district instruments

Date Withdrew \_\_\_\_\_

F \_\_\_ R \_\_\_ D \_\_\_

## 2023-2024 Application for Free and Reduced Price School Meals/Milk & Community Eligibility Provision (CEP) Household Income Eligibility Form

**We ask families to complete this form for all school's Pre-k – 12<sup>th</sup> grade for reimbursement purposes and for additional State and federal program benefits that your child(ren) may qualify for.**

Please read the instructions on the back, complete **only one** form for your household, sign your name, and **return it to the address listed below**. Call **631-673-2107** if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:** **Huntington U.F.S.D. Nutrition Office**  
**188 Oakwood Road**  
**Huntington, NY 11743**

1. List all children in your household who attend school:

| Student Name | School | Grade/Teacher | Foster Child             | Homeless Migrant, Runaway |
|--------------|--------|---------------|--------------------------|---------------------------|
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |
|              |        |               | <input type="checkbox"/> | <input type="checkbox"/>  |

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

**All Household Members (including yourself and all children that have income).**

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

| Name of household member | Earnings from work before deductions<br><i>Amount / How Often**</i> | Child Support, Alimony<br><i>Amount / How Often</i> | Pensions, Retirement Payments<br><i>Amount / How Often</i> | Other Income, Social Security<br><i>Amount / How Often</i> | No Income                |
|--------------------------|---|---|--|--|--------------------------|
|                          | \$ _____ / _____  | \$ _____ / _____                                    | \$ _____ / _____   | \$ _____ / _____   | <input type="checkbox"/> |
|                          | \$ _____ / _____  | \$ _____ / _____                                    | \$ _____ / _____   | \$ _____ / _____   | <input type="checkbox"/> |
|                          | \$ _____ / _____  | \$ _____ / _____                                    | \$ _____ / _____   | \$ _____ / _____   | <input type="checkbox"/> |
|                          | \$ _____ / _____  | \$ _____ / _____                                    | \$ _____ / _____   | \$ _____ / _____   | <input type="checkbox"/> |
|                          | \$ _____ / _____  | \$ _____ / _____                                    | \$ _____ / _____   | \$ _____ / _____   | <input type="checkbox"/> |

Total Household Members (Children and Adults)

\*Last Four Digits of Social Security Number: XXX-XX-\_\_ \_\_ \_\_ \_\_

I do not have a SS#

\*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

\*\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Address: \_\_\_\_\_

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race (Check one or more):  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Island  White

### DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)**

**Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12**

SNAP/TANF/Foster

Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_

Free Meals  Reduced Price Meals  Denied/Paid

Signature of Reviewing Official \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to: **Huntington U.F.S.D. Nutrition Office, 188 Oakwood Road, Huntington, NY 11743**. If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: 631-673-2107. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

### **PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.**

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
  - (2) List their grade and school.
  - (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).
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### **PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.**

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
  - (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.
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### **PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.**

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people **in your household**. Use another piece of paper if you need more space.
  - (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** 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 and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
  - (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
  - (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
  - (5) An adult household member must sign the application in PART 4.
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**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

### **USE OF INFORMATION STATEMENT**

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### **DISCRIMINATION COMPLAINTS**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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HUNTINGTON UNION FREE SCHOOL DISTRICT  
Huntington, New York

August 2023

**CONSENT TO RELEASE FREE OR REDUCED PRICE ELIGIBILITY INFORMATION**

School officials may release information that shows that my child/children are eligible for free or reduced price meals or free milk to the following programs. I understand that the information will only be provided to the program(s) checked.

(Check the box next to the program area(s) you wish to release information to)

- Federal health programs such as Medicaid or Children's Health Insurance Program (CHIP).
- State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
- Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees for summer school or driver education.
- Community programs such as holiday baskets, summer arts and playground programs.

I understand that I will be releasing information that will show my child/children are eligible for free and reduced price meals or free milk. I give consent to release my confidential information for the above named uses.

Child/Children:

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I certify that I am the parent/guardian of the child/children for whom the free/reduced price application was made:

Signature of Parent/Guardian:

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Print Name:

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Address:

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Phone Number:

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Date:

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**Nondiscrimination Statement:**

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