



Office of P-20 Education Policy  
Child Nutrition Program Administration  
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(518) 473-8781 Fax (518) 473-0018  
[www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

## Mayfield Central School District Letter to Parents for School Meal Programs Special Provision Options (Provision 2 Non-Base Year & Community Eligibility Provision)

### Dear Parent or Guardian:

We are pleased to inform you that Mayfield Central School District 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 Mayfield Central School District 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. Please complete the Household Income Eligibility Form.

**What is the Household Income Eligibility Form?** The form collects basic information about your learner so our school can determine if they would otherwise be eligible for free or reduced-price breakfast/lunch. It is important for EVERY family to fill out this form because doing so helps bring much-needed additional money and services directly to our school! This form must be submitted each year by **October 1st**. The form is available at each school building if you do not have access to it online. Paper forms can be completed and returned to school with your student to the attention: Lindsay Van Auken – Cook Manager, 518-661-8222 ext 8257, if you have any questions.

**If all meals are free, why do we have to complete this form?** School districts receive funding from the state and federal governments. For each learner who would otherwise qualify for free or reduced-price breakfast/lunch, schools receive additional dollars in funding. Even a small increase in completed Household Income Eligibility forms collected results in significantly more money to support our learners and schools.

**What if my child doesn't want to eat school breakfast/lunch? Why should I fill out the form?** Even if your child chooses to bring their own breakfast/lunch or if they eat lunch at home, filling out the form is very important! It ensures that our school gets all of the funding and benefits available. Also, even if your child does not eat school breakfast/lunch, learners who would otherwise qualify for free breakfast/lunch can receive benefits, including reduced fees for SAT and ACT tests, reduced college applications fees, and discounts on monthly internet services and computer purchases.

**How does filling out the Household Income Eligibility Form help our school?** Schools qualify to receive more money per learner from the state and federal government and receive more money in their budgets to support learners.

**Our Household doesn't qualify for free or reduced price meals, do I still need to complete the form?** The information on this form is not shared. If you do not wish to be considered for eligibility, you may fill out the paper form by completing the learner information, write "does not qualify" in the income section, and then complete the name, signature, and date lines, and return it to Lindsay Van Auken.

**Is the Information I submit confidential?** Yes. The information you submit on the Household Income Eligibility Form is not shared by our school. Personal information submitted on the form is not shared with the state or federal government; only the number of learners who would otherwise qualify for free or reduced breakfast/lunch is shared. District personnel are not told which learners would qualify for free or reduced breakfast/lunch benefits. Our school does not share information with other organizations that provide benefits.

### What if I still have questions?

We are happy to hear from you if you still have questions. Please contact Lindsay Van Auken – Cook Manager at 518-661-8222 ext. 8257, [vanauken.lindsay@mayfieldcsd.org](mailto:vanauken.lindsay@mayfieldcsd.org). We thank you for your continued support!

Sincerely,

Lindsay Van Auken

Cook Manager – Mayfield Central School District

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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, audiotape, 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).

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