UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
TENATIVE
ORGANIZATIONAL MEETING
JULY 13, 2015
6:30 P.M.
UNATEGO MIDDLE SCHOOL/SR. HIGH SCHOOL
ROOM #93

1. **Call to order by Clerk French**

2. **Oath of Office administered to newly elected Board members James Salisbury, Richard Downey and Rene' Treffeisen by Board Clerk, Joan French**

3. **Roll Call**

4. **Flag Salute**

5. **Adopt Agenda**

6. **Election of Board of Education Officers:**
   a. President — Nomination & Election
   b. Vice-President — Nomination & Election

7. **Oath of Office to President and Vice-President by Board Clerk**

8. **Appointment of Officers:**

   a. **District Clerk – Joan French - $4,940**
   b. **Treasurer – Amber Birdsall**
   c. **Deputy Treasurer – Superintendent Richards no salary**
   d. **Tax Collector – Community Bank N.A.**
   e. **Oath of office to District Clerk by Board of Education President**
   f. **Oath of office to other officers present by Board Clerk**

9. **Corporate Appointments**

   a. **School Attorneys – Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP.**
   b. **Physicians – Bassett Healthcare & Fox Health Care**

10. **Personnel Appointments**

    a. **Board Spokesperson – Board President**
    b. **Information Access Officer – Superintendent Richards**

c. Records Management Officer – Colleen Cioccari
d. Central Treasurer for Student Accounts – Amber Birdsall - $2,000
e. Attendance Officers –Michelle Havens, Tracy Simmons
Kasia Baker–$100 as part of their annual salary
f. Internal Claims Officer – @ DCMO
g. Trustee for Workers' Compensation Alliance _____
h. Alternate Trustee for Worker's Compensation Alliance _____
i. Title I Programs Coordinator – Patti Hoyt- $3500 (per UAA contract)
j. Title IX Officers – Julie Lambiaso
k. Purchasing Agent – Dr. David Richards – no salary *(Authorized Representative for all Federal programs including; E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2015-2016 school year).*
l. BOE /District Committees 2015 – 2016
m. HIPPA Officer – Amber Birdsall
n. Medicaid Compliance Officer – Gary Williams
o. District Registrar – Sherry Maruszewski – $2,000

11. Designation

a. Bank Depositories – Community Bank
Citizens
Trustco Bank
NBT Bank
JP Morgan Chase
DCMO Cooperative Banks

b. Official Newspaper – The Daily Star
c. Board Meeting Days and Times – 1st and 3rd Mondays – 7:00 P.M. with exceptions

12. Authorizations

a. Petty cash funds - $100 each – Superintendent David S. Richards, Patti Hoyt, Marilyn Klie, Julie Lambiaso, Katherine Mazourek.
b. Superintendent may approve attendance at conferences, conventions, etc., for the 2015-16 school year; not to exceed budgeted amounts
c. Treasurer may sign all checks. In the absence of the treasurer the deputy treasurer is authorized to sign checks
d. The Superintendent may make budget transfers as needed. These transfers will not exceed $5,000 each.

e. Certify payroll – Superintendent Richards
f. Apply for grants and aid – Superintendent Richards
g. Authorize the BOCES Career and Technical Education Advisory Council to serve as the Technical Education Advisory for Unatego

13. Bonding

a. District Treasurer - $1,000,000
b. Tax Collector - $1,000,000
c. Public School Employee Blanket Bond - $10,000

14. Other Items

a. Mileage reimbursement for private vehicle use on school business IRS rate
b. Mileage rate for district owned buses by outside organizations – $2.60/mile
c. Building use rates – Cafeteria dining room, classrooms - $7.00/hr kitchen, auditorium, gym - $10.00/hr
d. All support services personnel usage will be billed $19.20 per hour.

15. Substitutes rates:

a.	Aide	$ 8.93
b.	Cafeteria	$ 9.58
c.	Nurse	$ 16.00
d.	Mechanic	$ 11.35
e.	Mechanic Helper	$ 9.91
f.	Bus Driver	$ 11.35
g.	Cleaner	$ 9.58
h.	Teachers (certified)	$ 80.00
i.	Teachers (non-certified)	$ 70.00
j.	Retired Teachers (all)	$100.00
k.	Tuition Rates:	$1,900 per semester (15-16)
l.	Other Compensations:	
	Summer In – Service	$100.00/day, as approved by the Superintendent, not to exceed budgeted amount

m. Adopt all board policies and code of ethics as previously presented
n. Accept dates and times for Board of Education Meetings 2015-16 (draft enclosed)

16. <u>ADJOURN</u>

BOE/DISTRICT COMMITTEES 2015-2016

COMMITTEE	MEMBERS
BUDGET	Dick Downey Lew Keyser
BLDGS/GROUNDS	Rene' Treffeisen
CURRICULUM	Jay McDermott (Chair) Dick Downey Julie Lambiaso David Richards Kathy Stockert
POLICY	Jay McDermott Florian Reyda David Richards Rene' Treffeisen
AUDIT	Dick Downey Lew Keyser James Salisbury Scott White
SAFETY COMMITTEE	Peter Grunder Katherine Mazourek Ruth Modinger Florian Reyda Kathy Stockert Brian Trask
WORKER'S COMPENSATION	_____ _____

Updated: July 13, 2015

UNATEGO CENTRAL SCHOOL
Board of Education
Meeting Dates
2015-2016

JULY	**13*** **(Organizational/Regular Mtg)**
AUGUST	**10***
	24*
SEPTEMBER	**14*** **(Unadilla Elementary)**
	28*
OCTOBER	**05** **(Otego Elementary)**
	19
NOVEMBER	**02**
	16
DECEMBER	**07**
	21
JANUARY	**04**
	25*
FEBRUARY	**08***
	22*
MARCH	**07**
	21
APRIL	**04**
	18
	20 **(BOCES date)**
MAY	**02**
	09 **(Annual Budget Hearing 6:30)**
	16
	17 **(Budget Vote)**
JUNE	**06**
	20

These dates are <u>not</u> on the first or third Monday of the month.

BOE Approved: July 13, 2015

UNATEGO CENTRAL SCHOOL DISTRICT
TENATIVE
BOARD OF EDUCATION MEETING
JULY 13, 2015
7:00 P.M.
ROOM #93
UNATEGO MS/HS CENTRAL SCHOOL

1. ROUTINE MATTERS

1.1 Call to order
1.2 Adopt Agenda
1.3 Approve regular board meeting minutes June 15, 2015
1.4 Approve special board meeting minutes June 22, 2015

2. PUBLIC COMMENT

3. PRESENTATIONS

3.1 Compressor Free Franklin Presentation
3.2 Administrator's Report
3.3 Superintendent's Report – Dr. David S. Richards
3.4 Business Manager's Report – Nick Rosas

4. ADMINISTRATIVE ACTION

4.1 Approve bids for Ice Cream and Milk (7-13-15 G1)
4.2 Approve school lunch prices for the 2015-16 school year (7-13-15 G2)
4.3 Approve free and reduced policy book (7-13-15 G3)
4.4 Approve the 2015-16 Application for Free and Reduced Price Schools Meals/Milk (7-13-15 G4)
4.5 Approve Bread Bid (7-13-15 G5)
4.6 Approve the district's Code of Conduct (7-13-15 G6)
4.7 Approve the 2015-2016 LINKS Team (7-13-15 G7)
4.8 Approve agreement between Delaware County Public Health and Unatego Central School District (7-13-15 G8)
4.9 Approve contractual agreement between The Arc Otsego and Unatego Central School District for the 2015-2016 school year (7-13-15 G9)
4.10 Approve Oneonta Community Christian School transportation request for the 2015 – 2016 school year (7-13-15 G10)
4.11 Approve Non-Represented retirement incentive (7-13-15 G11)
4.12 Approve Budget Transfers (7-13-15 G12)
4.13 Approve Business Manager's Contract (7-13-15 G13)
4.14 Approve Separation of Employment (7-13-15 G14)
4.15 Reaffirm Department Chairperson and Lead Teacher positions (7-13- 15 C1)

4.16	**Amend non-represented employees' Terms and Conditions (7-13-15 G15)**
4.17	**Create Site Master Position (7-13-15 G16)**
4.18	**Appoint Anita Wheeler Math Department Chairperson (7-13-15 C2)**
4.19	**Appoint Colleen Cioccari Site Master for the 2015-16 school year (7-13-15 UC1)**
4.20	**Appoint Sara Ingalls Math teacher (7-13-15 C3)**
4.21	**Appoint Joan French per diem work as needed (7-13-15 UC2)**
4.22	**Appoint Irene Murphy Substitute Registry Coordinator (7-13-15 UC3)**
4.23	**Appoint Vic LaPointe substitute mechanic helper's and Dale Young substitute mechanic for the 2015-2016 school year (7-13-15 UC4)**
4.24	**Appoint Angela Flavell LTA (7-13-15 C4)**
4.25	**Appoint Katy DeMulder LTA (7-13-15 C5)**
4.26	**Appoint Zack Nages summer cleaner (7-13-15 UC5)**
4.27	**Accept Megan Ainsworth resignation as English teacher (7-13-15 C6)**
4.28	**Accept Diane Purrell's resignation due to retirement as LTA (7-13-15 C7)**
4.29	**Accept Donna Whitbeck's resignation due to retirement as LTA (7-13-15 C8)**
4.30	**Accept Eric Miller's resignation as LTA (7-13-15 C9)**
4.31	**Accept Richard Ranieri's resignation as Student Account Advisor (7-13-15 C10)**
4.32	**Accept Ellie DeMorier resignation to retire as Custodian (7-13-15 UC6)**
4.33	**Accept Jeffrey Utter resignation as Bus Mechanic Helper and Driver (7-13-15 UC7)**
4.34	**Accept Nicholas Rosas resignation due to retirement as Business Manager (7-13-15 UC8)**
4.35	**Accept Richard Ranieri resignation as Science teacher (7-13-15 C11)**

5. **PUBLIC COMMENT**

6. **ROUND TABLE DISCUSSION/QUESTIONS**

7. **EXECUTIVE SESSION (AS NEEDED)**

8. **ADJOURN**

4.1
7-13-15 G1
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Ice Cream bid for the 2015-16 school year to Hershey's Ice Cream and the Milk bid for the 2015-16 school year to Balford Farms as presented.

4.2
7-13-15 G2
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve school lunch prices for the 2015-16 school year as presented.

4.3
7-13-15 G3
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the free and reduced policy book as presented.

4.4
7-13-15 G4
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2015-16 Application for Free and Reduced Price School Meals/Milk as presented.

4.5
7-13-15 G5
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Bread Bid for the 2015-16 school year to Bimbo as presented.

4.6
7-13-15 G6
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the district's Code of Conduct as presented.

4.7
7-13-15 G7
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the 2015-16 LINKS Team as presented.

4.8
7-13-15 G8
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the agreement between Delaware County Public Health Services and Unatego Central School District as presented.

4.9
7-13-15 G9
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the contractual agreement between The Arc of Otsego and Unatego Central School District for the 2015-2016 school year as presented.

4.10
7-13-15 G10
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the transportation request to Oneonta Community Christian School for the 2015-2016 school year as presented.

4.11
7-13-15 G11
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Non-Represented retirement incentive as presented.

4.12
7-13-15 G12
RESOLVED: Upon the recommendation of the Superintendent of School that this Board does hereby approve Budget Transfers as presented.

4.13
7-13-15 G13
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Business Manager's Contract.

4.14
7-13-15 C14
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board had an opportunity to review the proposed agreement regarding the separation of employment of a teacher effective August 1, 2015;

WHEREAS: the proposed separation agreement is approved and the Superintendent of Schools is authorized to sign any necessary documents to ratify the agreement.

4.15
7-13-15 C1
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby affirm Department Chairpersons and Lead Teachers for the 2015-16 school year as presented.

4.16
7.13-15 G15
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby amend the non-represented employees' Terms and Conditions to reflect Nurse-Clerical Contract, effective July 1, 2015.

4.17
7-13-15 G16
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby create Site Master position.

4.18
7-13-15 C2
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Anita Wheeler Math Department Chairperson effective April 1, 2015 as presented.

4.19
7-13-15 UC1
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Colleen Cioccari, Site Master for the 2015-16 school year at a stipend of $2,000.

4.20
7-13-15 C3
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Sara Ingalls, to a three year probationary appointment in the tenure area of Mathematics, effective date September 1, 2015 and ending August 31, 2018, Masters Step 9 and at a salary of $53,222 as presented.
This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

4.21
7-13-15 UC2
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Joan French for per diem work as needed (Business Office).

4.22
7-13-15 UC3
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Irene Murphy Substitute Registry Coordinator at her current hourly aide rate.

4.23
7-13-15 UC4
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Vic LaPointe substitute mechanic's helper's and Dale Young substitute mechanic for the 2015-2016 school year.

4.24
7-13-15 C4
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Angela Flavell to a four-year probationary appointment as Licensed Teaching Assistant effective September 1, 2015 and ending August 31, 2018 Step 1 at a salary of $18,649 as presented.

4.25
7-13-15 C5
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Katy DeMulder to a four-year probationary appointment as Licensed Teaching Assistant effective September 1, 2015 and ending August 31, 2018 Step 1 at a salary of $18,649 as presented.

4.26
7-13-15 UC5
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Zack Nages summer cleaner.

4.27
7-13-15 C6
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Megan Ainsworth resignation as English teacher effective July 16, 2015 as presented.

4.28
7-13-15 C7
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Diane Purrell's resignation due to retirement as LTA, effective July 1, 2015 as presented.

4.29
7-13-15 C8
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Donna Whitbeck's resignation due to retirement as LTA, effective July 1, 2015 as presented.

4.30
7-13-15 C9
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Eric Miller's resignation as LTA, effective July 1, 2015 as presented.

4.31
7-13-15 C10
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Richard Ranieri's resignation as Student Account Advisor effective July 6, 2015 as presented.

4.32
7-13-15 UC6
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Ellie DeMorier resignation due to retirement as custodian effective August 1, 2015 as presented.

4.33
7-13-15 UC7
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Jeffrey Utter, bus mechanic helper and driver effective July 22, 2015 as presented.

4.34
7-13-15 UC7
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Nicholas Rosas, Business Manager effective August 1, 2015 as presented.

4.35
7-13-15 C11
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the resignation of Richard Ranieri as Science teacher effective August 1, 2015 as presented.

To: Dr. Richards and the Board of Education
From: Kim Corcoran
RE: Milk and Ice Cream
Date: June 26, 2015

We have received the bids for milk and bread for the 2015-2016 school year. My recommendations are as follows:

Milk – Balford Farms, they are the only bidder

Ice Cream – Hershey's ice cream. They have the most products available to purchase.

Copies of bids are enclosed.

Thank you

To: Dr. Richards and the Board of Education
From: Kim Corcoran, Food Service Director
Re: Lunch Prices
Date: May 15, 2015

I would like to recommend that we increase our lunch prices for the 2015-2016 school year to the following:

Lunch PK – 5 from $1.75 to $1.85.
Lunch 6 – 12 to remain the same at $1.95.

Breakfast prices to remain the same at .75 cents.

This meets our mandated price equity requirement.

Thank you.

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY

Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(518) 473-8781 Fax (518) 473-0018
Portal.nysed.gov

July 2015

TO: District Superintendents
Superintendents of Schools
Chancellor, New York City Department of Education
Chief Administrative Officers of Nonpublic Schools Participating in the School Lunch, Breakfast, or Special Milk Programs
Executive Directors of Residential Child Care Institutions
School Food Service Directors/Managers

FROM: Paula Tyner-Doyle, Coordinator

SUBJECT: 2015-2016 Free and Reduced Price Income Eligibility and Policy Information

PLEASE READ CAREFULLY

The 2015-2016 Free and Reduced Price Policy information announces the income eligibility scales for the 2015-2016 school year and provides each school food authority (SFA) with the forms and guidance needed to process applications for free and reduced price meals and/or milk. Some of these forms are on the Child Nutrition Knowledge Center website now in Word document format for your convenience.

This packet reiterates the most recent information needed to make eligibility determinations. The CNP will provide access to webinars in August that will address the application and eligibility process.

KEEP THIS BOOKLET ON FILE: Retain with copies of the public release, application form, and parent letter(s) used by your district/school for free or reduced price meal and/or milk benefits during the 2015-2016 school year.

- **New York City information**

This packet contains information for both New York City and for the rest of the state. The Eligibility Letter for Free Meals/Milk for New York City and the questions and answers for New York City, which are different, are included on pages 18-19. Be sure you refer to the questions and answers for your area of the State.

- **Foreign Language Applications and Letters**

An application and parent letter in Spanish are included in this booklet and on the Child Nutrition Knowledge Center website. Prototype copies of applications are also available through USDA in many translated foreign languages. Each packet contains a letter to households, an application, instructions on how to complete the meal benefit application, a chart for the current year income eligibility guidelines, a waiver for information for health insurance, a verification selection letter to parents and a verification letter of results and adverse action. These can be downloaded from USDA's web site at http://www.fns.usda.gov/cnd/Application/translatedapps.html.

Common Errors (*use the prototype forms and letters enclosed in this booklet or the Word documents on the Child Nutrition Knowledge Center website to avoid many of these errors)*

- **Pre-printed applications are not allowed**

Applications cannot be computer generated based on prior knowledge of family names, family size, social security number, income, etc. Only the child's name, and the household name and address may be preprinted. No other information required for an eligibility decision may be preprinted. Applications must be completed manually or electronically by the family and signed by an adult family member.

- **Inappropriate outdated application forms**

All SFAs must use New York State's current application. For school year 2015-2016, this application is enclosed and can also be found at http://portal.nysed.gov/portal/page/portal/CNKC. If the application is made available on the school website, be sure to update with the new application and parent letter each year.

- **Inappropriate headings**

The free/reduced price application must include the proper heading which indicates its purpose. It cannot be labeled as a "reduced fee" application for alternate purposes if it establishes eligibility for free/reduced price meals.

- **Parent letter not included or wrong income scale used**

Parents must receive together, the Free and Reduced Price Meal application and the required parent letter (Attachment VII) that includes **only the reduced price eligibility scale**. Otherwise the application cannot be approved. Parent letters incorrectly containing both scales, only the free scale, or no scale jeopardize free and reduced reimbursement to your SFA.

- **Public announcement errors**

Many schools fail to send the public announcement each year to the informational media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the area We have inserted the required scales in the prototype notice. (Attachment II). **Please note that this announcement may not be published on the school's website.**

- **School website issues**

Applications on the school website are not kept current each year. Be sure the website is updated with the current application, and the current parent letter. **The public announcement which includes both the free and reduced price eligibility scales may never be posted on the website or in the news feed.**

It is essential that you understand there will be no exceptions to these policies. SFAs that are not in compliance will find their applications for free and reduced price meals disallowed and will incur additional printing, dissemination and approval costs to bring their programs into compliance.

Ensure everyone connected with the application process for free and reduced price meals is fully aware and in compliance with all required policies.

GENERAL INFORMATION

- The **Certification of Acceptance** form must be completed annually (Attachment III or IV) and maintained on file for three years plus the current year.

- Income eligibility guidelines, which must be used for the Child Nutrition Programs (CNPs), are based on the federal income poverty guidelines and are stated by household size. The information in both scales must be used for eligibility determinations and must be included in the public release to the local newspaper, the local unemployment office, and any major employer contemplating large layoffs in the area. However, only the reduced price scale may accompany the parent letter and application in those schools participating in the National School Lunch Program and/or School Breakfast Program. Including the free scale with the parent letter and application will result in the SFA being ineligible to receive free reimbursement. The free scale may not be posted on the school website or printed in any school publication. SFAs in non-compliance would have to reissue the parent letter with the proper scale and application form and verify all reissued applications in order to receive free reimbursement for the balance of the school year.

- SFAs opting to use alternate counting and claiming procedures (Provision 2) must retain applications for three years plus the current year following the end of the provision.

Change in Authorizing Signature: There is no federal requirement that describes who must sign Child Nutrition Program documents. The Child Nutrition Program regulations specify that an official of the SFA make written application to the state agency for any school in which it desires to operate the program. The SFA means the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate the program.

The signature of the District Clerk, as well as an officer of the Board of Education, such as President or Vice President, is accepted for the forms.

The Board of Education may delegate the Chief Administrative Officer to act as its agent with regard to entering into contracts and agreements for the Child Nutrition Programs. This policy **will not** permit the chief administrative officer's signature in lieu of board action, but will permit the chief administrative officer to sign, in all respects, **after** the board resolution.

Recent Updates

Direct Certification Matching Process - All Local Educational Agencies (LEAs) are required to complete a minimum of three times a year, the online Direct Certification Matching Process (DCMP) to identify students eligible for free school meals. Four data files are posted throughout the year. The DCMP is intended to certify all eligible students receiving Supplemental Nutrition Assistance Program (SNAP) and Medicaid (determined by the Medicaid Administering Agency at or below 133 percent of the Federal poverty guidelines before the application of blocks, exceptions or disregards). The National School Lunch Program (NSLP) enables all children in households receiving SNAP benefits to receive free school meals. Therefore, if a member of the household is eligible for SNAP, all children in that household are eligible for free meals in the NSLP. The New York State Education Department (NYSED) will provide confidential data to LEAs. Direct Certification Matching Data includes: the case name, student's name (first, middle initial, last), date of birth, age, and address (street, city, state, zip). All DCMP users will be required to certify that this information will remain confidential in compliance with the disclosure statement provided. The online DCMP will help reduce the waste from paper applications and the burden on low income households to return eligibility letters. Instruction for conducting this process is provided in a separate memo on the Child Nutrition website. Medicaid DC is included with SNAP from the beginning of the year. If a student is in the database with all identifiers identical from SNAP and Medicaid, students will be noted as SNAP. In many cases, SNAP and Medicaid data is **not**

identical, therefore two records will exist for the same child. In all cases of duplicate records, chose the SNAP record for eligibility certification purposes.

Community Eligibility Provision (CEP) - Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP or Medicaid data, the Eligibility letter for School Meals/Milk, homeless, migrant, runaway, foster, and head start) as of April 1, 2015, may participate in the Community Eligibility Provision for the 2015-2016 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation currently 1.6). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Management System website.

Medicaid Demonstration Project – New York State participated in the USDA Demonstration Projects to evaluate direct certification with Medicaid in school years 2012-2013 and 2013-2014. Participation in this demonstration project has resulted in the allowance for New York State to continue to use direct certification with Medicaid as a mechanism to certify eligible students for free meals. The Medicaid direct certification data is included with the SNAP direct certification electronic file housed in the secure Child Nutrition Management System. This data will be available at the beginning of the school year with eligibles marked MEDI for Medicaid eligible. If a student is eligible for both SNAP and Medicaid, they will have two distinct records in the direct certification file. In cases where there is a SNAP record and a MEDI record, choose the SNAP record for eligibility purposes as SNAP direct certification remains the highest level of free eligibility. If a student receives only Medicaid, they will be noted as MEDI in the file. Other household members of students directly certified with Medicaid may be provided free eligibility by extension to the Medicaid recipient. **It is important to note that only Medicaid eligibles found in the direct certification file may be provided free eligibility based on Medicaid.** The SFA cannot accept a Medicaid card or a Medicaid number written on a free and reduced price application to qualify students for free meals. If a family provides a Medicaid card or a Medicaid number written on an application, the SFA can check the family's eligibility in the direct certification file, but if the family is not found, the SFA must reach out to the family for additional income information in order to establish eligibility for free or reduced price meals.

Elimination of Temporary Free Eligibility - The Temporary (45 Days) Approval for free benefits was eliminated in the Final Rule of the 2010 Healthy, Hunger Free Kids Act on October 28, 2011. Applications where the family has reported zero (0) income (not applications with missing income) must be given free meal benefits for the entire school year from the time the application was received and approved. Any income field left blank is a positive indication of no income and certifies there is no income to report.

Expansion of Eligibility for Free Meals – Local Education Agencies (LEA) may extend free meal benefits to all children living in the same household as a child receiving food stamp, TANF or FDPIR benefits and the Eligibility Letter for School Meals/Milk. Extension can also be provided to other household members of a student who was deemed MEDI in the SNAP/Medicaid database. School enrollment records of children living at the same address must be kept to document eligibility.

Foster Children Eligibility - A separate application is no longer needed for foster children. They are now categorically eligible for free meals based on documentation received from an appropriate State or local agency indicating their status as a foster child. In addition, the foster family may include the foster child as a household member. The foster child's personal income must be included with the family income on the application when processing the application. The foster child would be certified for free meals, and then the remainder of the household members would be certified for benefits based on household size and income or other categorical eligibility information reported on the application. A foster child remains eligible for free meals for the entire school year, even if he or she returns home to their family. You can contact your county Office of Children and Family Services (OCFS) for a list of foster children in your district/school.

Homeless Children – McKinney-Vento Act - All public school districts are required to appoint a homeless liaison. Children identified as homeless by the liaison are eligible for free meals. A list or e-mail from the Homeless Liaison

that includes students' names, effective date, and liaison signature must be retained on file to document eligibility for school year 2015-2016. Homeless families may reside with another household and still be considered homeless.

The homeless family does not need to complete an application. The host family may include the homeless family as household members on their application, but must also include any income from the homeless family. Eligibility of the host family must be determined by household size and income. Visit www.nysteachs.org and click "Liaison List" on the toolbar to find the homeless liaison for your district.

Head Start - All children enrolled in Head Start and participating in child nutrition programs are automatically eligible for free meals without further application or eligibility determination if the following criteria are met:

- The Head Start program must be located in and operated by the school/district.
- The school/district must maintain administrative control over the program.

In the case where the Head Start program does not meet the criteria, the school/district may vend meals to the Head Start program. The Head Start program may receive reimbursement for those meals through the Child and Adult Care Food Program (CACFP) administered by the NYS Department of Health.

Universal Pre-K (UPK) - Students enrolled in Universal Pre-K programs are not automatically eligible for free meal benefits. These students are not necessarily from economically disadvantaged backgrounds. Only UPK students with direct certification eligibility or approved income applications on file would be eligible for free or reduced price benefits.

Informing Households - The parent letter and application should be sent to households of all school children before the beginning of the school year or as early as possible in the school year so that eligibility determinations may be made and free and reduced price benefits provided as soon as possible. Local education agencies (LEAs) should send out the letter no earlier than four calendar weeks prior to the time students start school. Normally this would be August 1 in New York State for schools beginning in September. Letters cannot be sent home at the end of the school year (May/June) for the next year.

An application form and instructions must be included with the parent letter. LEAs opting to use a web based system must still provide all families with school aged children free/reduced price applications and parent letters in paper form.

If the LEA uses a computer or web-based system to process applications, the letter must inform the household how to access the system in order to apply for benefits.

Civil Rights Requirements and Annual Training

LEAs participating in the National School Lunch and School Breakfast Programs are required to collect data of all potential participants with regard to race and ethnicity specifically. The data already being collected as a requirement of the No Child Left Behind Act may also be used for the National School Lunch and School Breakfast Programs. A form is available on the Child Nutrition website detailing the specific annual requirements.

Annual Civil Rights training must be provided by the LEA for all staff, including front line cafeteria staff who interact directly with program applicants and participants. A Power Point presentation is available on the Child Nutrition website for staff training. A record of the annual training, including a sign-in sheet, the date, location, and who provided the training, must be kept for three years plus the current year.

LEAs must comply with all Civil Rights and non-discrimination requirements in 7 CFR Part 15, Subpart A and FNS Instruction 113-1.

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The University of The State of New York
THE STATE EDUCATION DEPARTMENT
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INTRODUCTION

All schools participating in the federally assisted National School Lunch Program, School Breakfast Program, or Special Milk Program **must** make these benefits available to eligible children each year. The State Education Department annually issues this free and reduced price policy booklet to all SFAs to assist in the correct implementation of these program requirements.

Each participating SFA must annually adopt the free and reduced price policy statement.

The 2015-2016 free and reduced price policy booklet consists of:

- the Policy Statement;
- direct certification information;
- over certification information;
- disclosure information and prototype parent letter regarding disclosure of eligibility;
- the income eligibility guidelines as issued by the United States Department of Agriculture:
- prototype public release;
- free and reduced price meal applications and instructions in English and Spanish;
- prototype parent letters regarding school meals, food substitutions for children with disabilities, and disclosure.

Policy Statement: This statement sets forth the conditions that must be followed for the SFA to maintain participation in the Breakfast, Lunch, or Special Milk Programs and must be officially adopted each year. Completion and signing the Certification of Acceptance (Attachments III or IV) acknowledges the SFA's adoption of this policy statement.

Eligibility Letters and Direct Certification Matching Process (DCMP): This process enables children from families receiving SNAP to receive free meals or free milk at schools participating in the Child Nutrition Programs without having to complete an application. Students found in DCMP that are noted as Medicaid are also to be provided free eligibility.

Public Release, Parent Letter, and Free and Reduced Price Meal Application: These attachments can be found on the Child Nutrition Knowledge Center website in Word format for your convenience.

Any changes in the **content** of the release, parent letter, or application **require prior NYSED approval**. Submit any changes to Barbara St. Louis at Barbara.St.Louis@nysed.gov. Any changes that have not been approved may result in funds being reclaimed. If the SFA uses the prototype letters in this policy booklet, there is no need for the SFA to send the State Education Department any information for approval.

Parent Disclosure Letter and Consent Statements: These attachments are in "prototype" form. Any changes in the content of the parent disclosure letter or consent statements require prior approval from Barbara St. Louis at Barbara.St.Louis@nysed.gov.

POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

_____, (Local Education Agency or governing body) responsible for administration of one or more schools referred to as the school food authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that the school system will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction that participates in the programs mentioned above.

In fulfilling its responsibilities, the SFA agrees to the following:

A. Free Meals and (For Milk Only Schools) Free Milk

To serve meals or milk at no charge to children from families whose income is at or below the income levels for free meals and milk listed on the annual income eligibility guidelines, or to children from Supplemental Nutrition Assistance Program (SNAP) households, Temporary Assistance to Needy Families (TANF) households, households participating in the Food Distribution Program on Indian Reservations (FDPIR) that provide a case number, or households that provide an Eligibility Letter for School Meals/Milk or are identified through the SNAP/MEDICAID Direct Certification Matching Process.

B. Reduced Price Meals

To serve breakfast and/or lunch at a reduced price of $.25 or less, to children from families whose income is within the range of the annual income eligibility guidelines for reduced price meals.

C. Special Conditions

To serve free meals/milk to foster children in cases where the court or welfare agency is legally responsible for the child. Documentation from an appropriate State or local agency supports the foster child's status.

To provide free or reduced price meals or free milk to children whose parents or guardians have become unemployed, provided the loss of income causes the family income during the period of unemployment to be within the eligibility criteria. These students must be approved using one of the methods noted in this eligibility guidance booklet.

D. Non-Discrimination

1. That there will be no physical segregation of, or any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:

    - Work for their meals or milk.
    - Use a separate lunchroom.
    - Go through a separate serving line.
    - Enter the lunchroom through a separate entrance.

- Eat meals or drink milk at a different time.
- Eat a meal different from the meal sold to children paying the full price for the same meal or drink milk different from that sold to children paying the full price.

2. That in the operation of Child Nutrition Programs, no child shall be discriminated against because of his or her race, gender identity, sex, age, color, disability, national origin, religion, reprisal, political beliefs, marital status, familial or parental status, sexual orientation, all or part of income is derived from public assistance or protected genetic information in employment or in any activity conducted or funded by the Department.

E. Hearing Procedures

To establish and use a fair hearing procedure in cases of appeal by parents of the school's decision on applications and in cases where the school official challenges the accuracy of information contained in an application or of the continued eligibility of any child for a free or reduced price meal or free milk. During appeal, hearing, and disposition of the case, the child will receive free or reduced price meals or free milk.

To maintain, for a period of three years plus the current year, records of all such appeals, challenges, and dispositions.

That in initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

That the hearing procedure shall provide:

1. A simple, publicly announced method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person in presenting an appeal;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing:
5. An opportunity to present oral or documentary evidence and arguments supporting the position;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previous conference;
8. That the decision of the hearing official, who may not be the same person as the reviewing and/or the verification official, shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. That the parties concerned and their designated representative shall be notified in writing of the decision of the hearing official;
10. That a written record shall be prepared with respect to each hearing which shall include: the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore and a copy of the notification to the parties concerned of the decision of the hearing official; and
11. That such written record of each hearing shall be preserved for a period of three years plus the current year and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.

F. Reviewing Official

A reviewing official shall review and make determinations of eligibility using the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals or free milk. The official should sign, date, and indicate the eligibility determination on each application.

G. Notice to Parents

To send at the beginning of each school year, and whenever there is an increase in eligibility, to the parent or guardian of each child, a letter such as the prototypes in Attachment VII or VIII, including a form on which to make application for free or reduced price meals or free milk, and a parent disclosure letter and consent statement.

H. Applications

To advise parents to complete the application and return it or submit the Eligibility letter for free school Meals/Milk received from the NYS Department of Education to the reviewing official for eligibility determination.

To maintain applications, Eligibility letters, and documentation of action taken, for three years after the end of the school year to which they pertain.

To accept applications at any time during the year and to supply applications to any parent enrolling a child in a school for the first time.

To accept the application of a child who transfers from one school to another under the jurisdiction of the SFA. Copies of the application or Eligibility letter and eligibility dates should be retained with the records of both schools. The application from the transfer student from another SFA must be reviewed to ensure that it is correctly approved. Incorrectly approved applications cannot be accepted.

To inform parents of eligibility determinations. Parents must be notified in writing of the reason(s) for denial of their application, notification of the right to appeal, instructions on how to appeal, and a reminder to parents that they may reapply for free and reduced price benefits at any time during the school year. Copies of denial letters to parents must be maintained for three years plus the current year. If a family reapplies with a lower income after being denied benefits, the new reported income must be verified.

I. Verification of Applications

Verify the eligibility of applicant households **by November 15** in accordance with program regulations and annually maintain records.

J. Anonymity and Accountability

To establish a procedure to collect money from children who pay for their meals or milk which prevents overt identification, and accounts, at the point of service, for the number of free, reduced and full price meals served or the number of half-pints of free and full price milk served. The procedure(s) adopted will be used in order that no other child in the school will consciously be made aware, by such procedure, of the identity of the children receiving reduced price meals, free meals, or free milk.

K. Amendments to Policies

To submit to the State Education Department any alterations or amendments to the policy including eligibility criteria, applications, public announcements, etc., for approval prior to implementation. Such changes will be effective following approval by the NYSED Child Nutrition Program Administration office. Any and all changes

in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year. Changes in content, to any prototype documents from this guidance booklet require prior State Agency approval.

L. Records

To maintain a file of the following records for three years plus the current year after the end of the fiscal year to which they pertain:

1. All eligibility determinations obtained through the Direct Certification matching Process (SNAP, MEDI, Foster)
2. All applications, Eligibility letters and documents to support other homeless, migrant, head start, etc.
3. Records of all appeals and challenges and their disposition.
4. All notifications of eligibility determinations, including benefit denial letters.
5. Records of all verification efforts and resulting eligibility changes.

M. Public Release

At the beginning of the school year, a public release containing the same information supplied to parents and including both free and reduced price eligibility criteria should be provided to the media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the areas from which the school draws its attendance. Documentation must be kept on file for three years plus the current year identifying where the public release was sent.

N. Special Assistance - Provisions 1 and 2 and Community Eligibility Provision

Provision 1: Biennially, notify parents, distribute and certify applications for free students in schools where at least 80 percent of all enrolled children are eligible for free or reduced price meals. Annually, notify, distribute, and certify applications for all other students enrolled in the school. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate system.

Provision 2: In schools where all enrolled children, regardless of their category of eligibility, are served meals at no charge; notify parents, distribute, and certify applications for free and reduced price students once every four consecutive school years. For three years after the base year, the school is not required to count meals served by category for claiming purposes. After the base year, the building's monthly reimbursement is based on total meal counts and monthly claim statistics from the base year. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate reimbursement system.

*** If your school year begins in September, you must notify your Child Nutrition representative by September 1, 2015 if you intend to participate in Provision 1 or 2 for the 2015-2016 school year. If your school year begins in July, you must notify us by July 1, 2015.**

Community Eligibility Provision: Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP/MEDI, Eligibility Letter for School Meals/Milk, homeless, migrant, runaway, foster, and head start) as of April 1, 2015, may participate in the Community Eligibility Provision for the 2015-2016 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Management System website.

Program Terminations: To provide 60 days advance written notice to parents and to immediately inform the NYSED Child Nutrition Program Administration of intent to discontinue participation in NSLP/SBP.

O. Administrative Prerogative

In certain circumstances, when households fail to apply for free or reduced price meals, the nutritional needs of students who are obviously at an economic disadvantage may be addressed by local officials.

Using administrative prerogative, local officials may complete an application for a student known to be eligible if the household had applied. This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

To exercise this option properly, an application must be completed on behalf of the student, based on the best family size and income information available. The source of this information must be noted on the application. Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

The names of all household members, a social security number, or an adult signature need not be secured. Instead, the name of the student, household size, estimated family income including source, and the administrator's signature must be provided. The household must be notified of the student's approval status for free or reduced price meals. These applications should be excluded from the verification process.

This option must be used **judiciously and only after repeated efforts to obtain applications from families have been unsuccessful.** It is to be used on an individual basis and not to provide eligibility determinations for large numbers of students. It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money. Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

P. Meal Eligibility for Homeless/Migrant/Runaway Children

The United States Department of Agriculture (USDA) has acknowledged that the number of homeless, migrant and runaway children has risen considerably in the last few years, that parents/guardians who are homeless or migrant often fail to return a free meal application, and these children are often not included in the direct certification process. While administrators can exercise the administrative prerogative option for determining program eligibility, this process is only intended to be exercised on a case-by-case basis and becomes burdensome in areas where there are many homeless/runaway children residing in shelters or migrant status children. USDA has therefore established the following procedures for all Child Nutrition Programs when an application is not submitted by the household or it is not anticipated that an application will be submitted:

- The migrant coordinator, homeless liaison or runaway provider may provide you with a list of eligible children based on established criteria. The list must be dated and signed by the coordinator, liaison or provider. These children are then directly certified for free meals for the school year. No other documentation is needed. This is the preferred option.

Other options:

- The director of the homeless shelter at which the child resides can complete and submit an application for the child, or send a list of all children residing in the shelter to the school;

- Local level officials may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless;

- If large numbers of homeless children make it impractical for a homeless shelter or school officials to complete individual applications, the school administrator may establish a list of eligible students based on his/her knowledge of the family's residence (shelter, address, car, etc.). The documentation necessary to substantiate free meal eligibility for a list of children must contain at a minimum the following information:

    - The child's name
    - The effective date of eligibility determination
    - The name of the shelter, etc., where the child resides
    - The signature of the determining official

- Documentation of migrant status children should be maintained by the school migrant coordinator as documentation to substantiate free meal eligibility. This should include the date, the child's name, and signature of the migrant coordinator. For a list of contacts in your school, go to www.nysteaches.org.

Q. Food Distribution Program on Indian Reservation (FDPIR)

Public and nonpublic schools participating in the School Lunch, Breakfast, or Special Milk Programs may accept insertion of a Food Distribution Program on Indian Reservation (FDPIR) case number in lieu of household income, food stamp number, or TANF number.

R. Food Substitutions for Children With Disabilities

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 7 CFR part 15b.3 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.

Accordingly, meal substitutions must be made for children with disabilities and must be supported by a statement signed by the physician attesting to the need for the substitutions and recommending alternate foods. These meals must be offered at no extra charge. Substitutions may also be made for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs, though schools are not required to do so in these instances. Substitutions for non-disabled children must be supported by a statement signed by a recognized medical authority. **Children with disabilities are not automatically eligible for free meal benefits.** Parents must adhere to the same income eligibility criteria and procedures used for all children.

ADMINISTRATIVE PREROGATIVE: QUESTIONS AND ANSWERS

1. ***Can a student be approved for free or reduced price meals without an application from the parent or guardian?***

   Yes. Under special circumstances, a school official may use administrative prerogative and fill out an application for a student whom they have reason to believe would be eligible if the household were to apply. However, the school must first attempt to obtain an application from the household. This prerogative should not be indiscriminately used to claim ineligible students for free meals or to generate aid for other federal programs.

2. ***How can a school show that attempts have been made to obtain the application from the household?***

   Copies of mailings to the household and documentation of conversations with the parent/guardian or a responsible adult in the household must be kept on file. An administrator cannot arbitrarily qualify students from families who did not reapply from the prior year.

3. ***If the parent/guardian of the student cannot be reached or communicated with due to language barriers, etc., who may be contacted for household information?***

   An employer, a Social Service official, immigration official, or a relative suggested by either the student or the student's teacher may be contacted to urge the household to apply.

4. ***Is there a specific time-period that the school must allow to pass before attempts to obtain an application are deemed unsuccessful?***

   No specific time-period is required. The process should be facilitated as quickly as possible so that the student is not going without meals in school.

5. ***Can an administrative prerogative be implemented during the period of time in which the school is attempting to obtain an application from the household?***

   If the school has reason to believe that the student is going without meals in school on a regular basis due to financial need, the school may implement an administrative prerogative immediately.

6. ***What should the school official be looking for as evidence that the student is not getting proper nourishment?***

   The student's teacher, the school nurse, or other school personnel in direct contact with the student may notice behavior indicating under nourishment, such as irritability, listlessness, complaints of headache or stomach ache, and absenteeism. School cafeteria personnel may notice that a student has no food during the lunch period or is constantly requesting to charge lunch.

7. ***Can a school official simply write a note to the food service manager to add a student's name to the list of eligible students?***

   No. The school official must complete an application that contains the name of the student, the household size, an estimated family income, and a signature of the school official. The source of information must be noted on the application.

8. ***How should the school tell the student and the household that the student would have access to free meals in the school cafeteria?***

The household must be informed of the decision via phone, correspondence, or in person. The student may be told by the teacher, school nurse, or other school official.

9. ***Is an application completed by a school official handled in the same way as those submitted by households?***

Yes. Like other applications, it must be counted for purposes of the claim for reimbursement and retrievable by building during a review. However, the application should not be included in the verification process.

10. ***Can the administrative prerogative be implemented for families or groups of students who appear to be lacking proper nutrition?***

No. Applications must be completed on an individual basis.

11. ***Can an application be completed for a student who appears to be lacking proper nourishment, if the household has indicated that it is not eligible for benefits?***

No. An application can only be completed for students who appear to be missing meals for reasons of financial need. Other problems occurring in a household that may result in poor eating habits, but are not a reflection of family economic status, should not be resolved by this measure.

ELIGIBILITY LETTER / MATCHING METHOD FACT SHEET

Direct certification is the process that enables children from families receiving SNAP to receive free meals or free milk at school **without having to complete an application.** Direct Certification results in more students gaining access to the school nutrition programs, because some parents do not complete application forms correctly or do not submit applications. The Direct Certification Matching Process (DCMP) reduces administrative time and cost since the school only needs to match names in the NYSED online database list to enrolled students to confirm eligibility for free meals.

As a secondary measure to ensure all students receiving SNAP benefits receive a free school meal/milk, the NYSED will use the DCMP electronic file to generate Eligibility letters to all families. In conjunction with the New York State Office of Temporary and Disability Assistance (OTDA) the New York State Education Department (NYSED) is sending a letter to all families with school-age children (ages 3-18) who currently receive SNAP benefits. This letter (sample follows) can be submitted to the child's school as certification of eligibility of the child/children listed for free meals or milk **in lieu of the family completing an application for free meals/milk**. SFAs must still provide families with school-age children free/reduced price applications and parent letter. While it is the expectation that all SFA's will conduct electronic matching with the DCMP file at the beginning of the school year, this letter may be submitted by families and used to provide free meal/milk benefits. It is recommended that if a family provides an Eligibility letter, that the SFA search the last name of the student exactly as it is written on the letter in the DCMP file and certify the student based on electronic matching. Since eligibility letters do not need to be reviewed for completeness, administrative time incurred by reviewing officials to process eligibility is also reduced. Additionally, eligibility letters are not subject to the verification process and will reduce the number of applications which schools must verify, thereby further reducing administrative time and cost. Schools may extend free meal benefits to children not listed on the eligibility letter or on the direct certification match list, who reside in the same household as long as school enrollment records are used to verify and document the student's address.

Families applying for SNAP after August when the annual Eligibility letters have been mailed, or after the Direct Certification Matching database has been generated, receive a statement with their approval of benefits notice. This statement is also an additional acceptable form of eligibility for free Meals/Milk. **Families must provide both the cover letter (which has the family name, address and date in the current school year) and the page that validates that the children named are eligible for free meals.**

Record keeping and reporting requirements for children whose eligibility is obtained from these direct certification methods are the same as for free and reduced price application forms. They must be:

- maintained at the SFA level;
- retrievable by building; and,
- maintained for three years plus the current year, regardless of the child's actual attendance during this period.

Please ensure that principals, teachers and the school lunch director in your district/school are made aware of the letter method of certification for free meals/milk and the name of the reviewing official. Households can submit this letter for free school meals/milk as an alternative to the application process. The **Eligibility Letter for Free Meals/Milk** qualifies students as **categorically eligible** for free school meals/milk and is exempt from the verification process.

Reviewing officials often want to require families to identify each child's school and grade before the eligibility letter can be processed. Children are automatically entitled to benefits based on the fact that they receive SNAP benefits. The State or the school food authority (SFA) cannot and should not impose an additional standard. Our goal is to expedite, not complicate, the eligibility process.

The number of children eligible for program benefits as a result of direct certification must be included with the count of free eligibility on reimbursement claim forms when reporting numbers of approved applicants. Schools can use students previous year designations for the first 30 operating days of the new school year only. Parents or guardians have the right to decline the meal benefits and must be informed of this right and the process to do so.

SFAs that participate in the Child and Adult Care Food Program and/or Summer Food Service Program may use the eligibility letter and direct certification matching process for these programs also.

The following answers will assist you in responding to questions regarding direct certification in **New York City:**

1. ***Does direct certification apply to my child who attends a school that doesn't have a lunch or a breakfast program?***

   Direct certification applies to schools participating in the Special Milk Program where the federal government pays for the milk served to children and free milk is available to eligible students. Contact the school principal or school lunch director to find out if the school participates in the Special Milk Program with the free milk option.

2. ***Do these free meals apply to any food that my child obtains at school?***

   Direct certification applies only to meals served to your child under the National School Lunch (NSLP) and School Breakfast Programs (SBP). It does not apply to food obtained separately (a la carte items or an ala carte type of school food service program).

3. ***Does this apply to my child who attends a nonpublic school?***

   Yes, if the nonpublic school participates in the National School Lunch, School Breakfast, or Special Milk Programs. Contact the school principal to find out if the school takes part in any of these federal programs.

4. ***What if one of the children listed lives in my household, but is not my child?***

   Kinship is not a factor in establishing the child's eligibility. If the child lives in the household and is found in the electronic direct certification file, that child as well as all other children living in the household may receive free meals/milk.

5. ***What if one of the children is no longer in my household?***

   The letter should be provided to the household of where the child resides.

6. ***What should I do if one of my children is not listed as eligible?***

   Notify the food service director that you have additional children living in the household. The food service director or school must verify the children's address through school enrollment records.

7. ***Can my preschooler (3 year old), who is listed, get free lunch or free milk?***

   A three-year old child can only receive the free milk or free meal benefits if the child is enrolled in a school.

8. ***Can I refuse to accept these free meals for my children?***

   Yes, you can refuse these benefits. If your child has been automatically certified during the DCMP then you must indicate the declination of benefits on the DCMP notification letter and return it to the school where your child attends.

9. ***What if one or more of my children doesn't like school lunch? Can I refuse the free meals for some of the children?***

   By federal regulation, the school must provide the same free meal benefits for all the children in the household. Even if only one child likes the school lunches, you should accept the free meal benefits. The meals will be made available to all the children, but they are not required to take them.

10. ***If my child qualifies for free school meals, can he/she get free milk when he/she brings a lunch from home to school?***

No, only the full reimbursable meal may be obtained. The school cannot give your child free milk to eligible students in schools where free meals, which include milk, are available to students. The school can give free milk only if the school participates in the Special Milk Program.

11. ***If my child qualifies for free school meals, can he/she get free milk at recess time?***

No. The free meal benefits apply only to complete meals in schools offering meals in the NSLP or the SBP.

12. ***Is free milk for pre-kindergarten and kindergarten students only?***

Not necessarily. If the pre-kindergarten and kindergarten students are half-day students and are, therefore, not in school when breakfast and lunch meals are served, these children are eligible for free milk. Free milk is available to any student in a school where the federal government pays for milk under the Special Milk Program, but does not pay for meals, and the school has opted to offer free milk. The school must apply to participate in the Special Milk Program to offer free milk to those students.

13. ***Can my child, who is home schooled, get a free lunch when he/she makes use of other school facilities?***

Federal regulations restrict the availability of the free meals to enrolled school children. Free school meals are not available to the home-schooled child as they are not enrolled in a school.

14. ***Can my child who has graduated from high school but is living in my household, get free meals at school if he/she has siblings or other eligible household members?***

No. Only enrolled students are eligible to take part in these benefits.

15. ***What if no child in my household is old enough to be responsible for returning the eligibility letter to the school?***

If you are uncomfortable about having a child take the eligibility letter to the school, either mail it or take it to the school yourself. You may also call the school to inform them you have received the letter so that they may look for the student in the electronic DCMP File.

16. ***When will my child receive free meals or free milk?***

Any child who received free meals last year will get free meals/milk for the first 30 operating days of the new school year. If your family is new to the school system or first-time recipients of free meal benefits, you should call the lunch director or principal of the school.

The following questions and answers will assist you in responding to questions 1-20 regarding direct certification in **all areas of New York State, except New York City:**

1. ***Does direct certification apply to my child who attends a school that doesn't have a lunch or a breakfast program?***

   Direct certification also applies to children who attend schools where the federal government pays for the milk served to children and free milk is available to eligible students. Contact the school principal or school lunch director to find out if the school participates in the Special Milk Program with the free milk option.

2. ***Do these free meals apply to any food that my child obtains at school?***

   Direct certification applies only to meals served to your child under the National School Lunch ("NSLP") and School Breakfast Programs (SBP). It does not apply to food obtained separately (a la carte items or an a la carte type of school food service program).

3. ***Does this apply to my child who attends a nonpublic school?***

   Yes, if the nonpublic school participates in the National School Lunch, School Breakfast, or Special Milk Programs. Contact the school principal to find out if the school takes part in any of these federal programs.

4. ***What if one of the children listed lives in my household, but is not my child?***

   Kinship is not a factor in establishing the child's eligibility. Fill in the name of the school and grade the child attends and return the letter to the school.

5. ***What if one of the children listed is no longer in my household?***

   Indicate on the letter that the child is no longer in the household, and complete the information for the children who are still in your household. Return the letter to the school.

6. ***What should I do if one of my children is not listed on the letter?***

   If there are children in your family whose names do not appear on the Eligibility letter, or who are under 3 years of age or over 18 and attend a school that participates in the School Lunch, Breakfast, or Special Milk Programs add their name and notify the food service director that you have additional children living in your household. The food service director or school must verify the children's address through school enrollment records.

7. ***How do I notify the school about changes in income or loss of benefits?***

   Send a note or call the school official identified in the letter to parents that you received with the Application for Free and Reduced Price School Meals/Milk.

8. ***What do I do when my children go to different schools in the same school district?***

   Send the letter to the school of one of the children. The school administration will be responsible for making any necessary copies and giving the information to the other schools within the same school district.

9. What do I do when my children go to different schools in different school districts?

You should send the letter to the school district where most of your children attend school. Attach a note asking the school administrator to send copies of the letter to all of the other schools your children attend.

10. What do I do when some of my children go to public school and some go to private schools?

If all the schools that the children attend are within New York State and all provide milk or meals under the Special Milk Program or the National School Lunch and/or the School Breakfast Programs, you can send the letter to the school attended by most of your children. Attach a note asking the school administrator to send copies of the letter to all of the other schools listed.

11. Can my preschooler (three-year old) get free lunch or free milk?

A three-year-old child can only receive the free milk/meal benefits if the child is enrolled in a school that participates in one of the federal Child Nutrition Programs.

12. Can I refuse to accept these free meals for my children?

Yes, you can refuse these benefits by declining the benefit when notified of being matched to DCMP file or by not returning the eligibility letter to school.

13. What if one or more of my children doesn't like school lunch? Can I refuse the free meals for some of the children listed in the letter?

By federal regulation, the school must provide the same free meal benefits for all the children in the household. Even if only one child likes the school lunches, you should accept the free meal benefits. The meals will be made available to all the children, but they are not required to take them.

14. If my child qualifies for free school meals, can he/she get free milk when he/she brings a lunch from home to school?

No. The school cannot give your child free milk in schools where free meals, which include milk, are available to students. The school can give free milk only to its half-day pre-kindergarten and kindergarten students, who are not in school during the meal service, providing the school participates in the Special Milk Program with the free milk program. The school must apply to participate in the Special Milk Program to offer free milk to these students.

15. If my child qualifies for free school meals, can he/she get free milk at recess time?

No. The free meal benefits apply only to complete meals in schools offering lunch or breakfast.

16. Is free milk for pre-kindergarten and kindergarten students only?

Not necessarily. If the pre-kindergarten and kindergarten students are half-day students and are, therefore, not in school when breakfast and lunch meals are served, these children are eligible for free milk. Free milk is available to any student in a school where the federal government pays for milk under the Special Milk Program, but does not pay for meals, and the school has opted to offer free milk.

17. Can my child, who is home schooled, get a free lunch when he/she makes use of other school facilities?

Federal regulations restrict the availability of the free meals to enrolled school children. Free school meals are not available to the home-schooled child as they are not enrolled in school.

18. Can my child who has graduated from high school but is living in my household, get free meals at school?

No. Only enrolled students are eligible to take part in these benefits.

19. What if no child in my household is old enough to be responsible for getting the eligibility letter to the school?

If you are uncomfortable about having a child take the letter to the school, either mail it or take it to the school yourself. The school must have an approved application or this letter on file so it can give your child a free meal or free milk.

20. When will my child receive free meals or free milk?

Any child who received free meals last year will get free meals/milk at the start of school this year. If your family is new to the school system or first-time recipients of free meal benefits, you should call the lunch director or principal of the school.

NYC
New York State
Education Department
Child Nutrition Program Administration

New York State
Office of Temporary and
Disability Assistance

ELIGIBILITY LETTER FOR FREE MEALS/MILK
(Return this letter to your child(ren)'s school)

July 2015

Dear Parent/Guardian:

A joint effort has been made by OTDA and NYSED to provide this letter to your household based on your eligibility for Supplemental Nutrition Assistance Program (SNAP). This letter is to inform you that the child(ren) listed below is eligible to receive free lunch and/or breakfast if he/she attends a school that participates in one of the following programs: National School Lunch, School Breakfast, or Special Milk. Your school may have already notified you in writing that your child(ren) is directly certified to receive these free meal/milk benefits. If you have not been notified, you can contact your child(ren)'s school to determine if he/she is now eligible to receive free meals or you can send this letter to the school as an alternative method to qualify your child(ren) to receive free meals. If a child(ren) in the household did not receive a letter, **please complete the form below and return it to the school(s) which the child(ren) attend(s).**

This letter also entitles your child(ren) to free meals if he/she attends a program such as a school, club or camp that participates in the Summer Food Service Program. Make a copy for your records so you can provide it to the sponsor. Please refer to the following website to locate a Summer Food Service Program near you http://portal.nysed.gov/portal/page/portal/CNKC.

If you have any questions about free school meal/milk benefits, please review the instructions included with this letter, or **call your child(ren)'s Food Service Director***.

For questions about SNAP program benefits, please call the OTDA toll free hotline number **1-800-342-3009.** A copy of your household's SNAP benefit information can be accessed from your www.mybenefits.ny.gov account.

Vea el otro lado para la versión en español

NAME	DATE OF BIRTH	SCHOOL	GRADE
Please put the name of any additional children in your household not listed below.	Please put the DOB of additional children listed.	Please put the name of your child's school below.	Please put your child's grade level below.

***Notice to Schools**: For questions regarding student eligibility in the Child Nutrition Programs, please call the NYSED Child Nutrition Program at (518) 473-8781 or visit http://portal.nysed.gov/portal/page/portal/CNKC.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).
USDA is an equal opportunity employer.

NYC SAMPLE

READ THIS PAGE BEFORE CALLING YOUR CHILD'S SCHOOL OR THE TOLL FREE HOTLINE

ALL CHILDREN REGARDLESS OF IMMIGRATION STATUS ARE ELIGIBLE FOR THE SCHOOL MEALS PROGRAM AND THE MILK PROGRAM

1. What do I do if one of my children does not receive a letter?
If you did not receive a letter for one of your children, you may add their information to the letter. Send this letter to the school which your child attends if they are NOT already receiving free school meals/milk benefits. You can contact your child(ren)'s school to determine if he/she is currently eligible for free meals/milk.

2. What if the child mentioned in the letter is no longer in the household?
If the child is living in another household, please destroy the letter.

3. What if the child mentioned in the letter lives in my household, but is not my child?
Fill in the name of the school and grade the child attends and send the letter to school.

4. Can my pre-schooler (3 year old), who is mentioned on the letter, get free meals or milk?
Yes, if the child is enrolled and attending a school that participates in the School Breakfast, School Lunch, Special Milk and/or Summer Food Service Programs.

5. If my child qualifies for free school meals, can he/she get free milk if he/she brings a lunch from home?
No. The child cannot only select the milk component offered as part of the free meal. In order to have the free milk, the child must select a complete school meal.

6. Can a home-schooled child or a child who has graduated, get free meals?
No. Free meals are not available to a home-schooled child or a child who has graduated. A child must be enrolled in a school to get these benefits.

7. Does this letter apply to my child who attends a school that doesn't have a lunch or a breakfast program?
No. But contact the school principal or food service director to find out if the school participates in the special milk program with free milk.

8. What if my child does not like school lunch? Can I refuse the meal?
Yes. You can refuse by not sending this eligibility letter back to the school or contact your child's school to decline free meal/milk benefits they are currently receiving.

PLEASE RETURN THE ELIGIBILITY LETTER FOR FREE MEALS/MILK TO THE SCHOOL YOUR CHILD(REN) ATTENDS.

NYC
New York State
Education Department
Child Nutrition Program Administration

New York State
Office of Temporary and
Disability Assistance

CARTA DE HABILITACIÓN PARA RECIBIR COMIDAS/LECHE GRATIS
(Regresar esta carta a la escuela de su hijo[s])

Julio de 2015

Estimado padre / tutor:

La Oficina de Asistencia Temporal y Asistencia para Incapacitados del Estado de Nueva York (*OTDA*, por sus siglas en inglés) y el Departamento de Educación del Estado de Nueva York (*NYSED*, por sus siglas en inglés) en un esfuerzo mancomunado le envían esta carta a su grupo familiar, tomando como base que usted reúne los requisitos para recibir Asistencia Nutricional Suplementaria (*SNAP*, por sus siglas en inglés). En esta carta se le informa que el niño que se menciona a continuación, reúne los requisitos para recibir almuerzo o desayuno, o ambos, si el niño va a una escuela que participa en uno de los siguientes programas: Programa de almuerzos y desayunos escolares y programa especial de leche. La escuela ya debió haberle informado por escrito que su niño está directamente certificado para recibir los beneficios de comida y leche de manera gratuita. Si todavía no ha sido informado, comuníquese con la escuela a la cual va su niño para saber si reúne los requisitos para recibir las comidas gratuitas, o envíe esta carta de habilitación a la escuela como método alternativo para indicar que el niño reúne los requisitos para recibir las comidas gratuitas. Si el niño del grupo familiar no ha recibido la carta de habilitación, **sírvase llenar el formulario a continuación y envíelo a la escuela a la cual va el niño.**

Esta carta también permite que su niño tenga derecho a recibir comidas gratis si participa en una actividad escolar, club o campamento y dicho programa es parte del Programa Veranero de Comidas (*Summer Food Service Program*). Quédese con una copia de esta carta en caso de que tenga que mostrársela al patrocinador.Visite el siguiente sitio web http://portal.nysed.gov/portal/page/portal/CNKC para encontrar el Programa Veranero de Comidas (*Summer Food Service Program*) más cercano a usted.

Si tiene preguntas sobre el programa gratuito de comidas escolares y leche, sírvase revisar las indicaciones que se incluyen en esta carta, o **llame al director del programa de almuerzos escolares de la escuela a la cual asiste su niño.**

Si tiene preguntas sobre los beneficios de los programas SNAP, llame gratis a la Línea de Información de OTDA al **1-800-342-3009.** También en su cuenta de la página electrónica www.mybenefits.ny.gov, hay una copia con información sobre los beneficios SNAP que recibe su grupo familiar.

NOMBRE	FECHA DE NACIMIENTO	ESCUELA	GRADO
Escriba los nombres de otros niños de su grupo familiar que no están incluidos en la lista abajo mencionada.	**Escriba las fechas de nacimiento de los niños que fueron agregados a la lista.**	**Escriba el nombre de la escuela de su niño.**	**A continuación escriba el grado en que está su niño.**

Notificación a las Escuelas: Si tiene preguntas pertinentes a los requisitos de los estudiantes para participar en los programas de Alimentación para Niños, llame al NYSED Child Nutrition Program at (518) 473-8781 o ingrese a la página electrónica http://portal.nysed.gov/portal/page/portal/CNKC.

Declaración de no-discriminación:
El Departamento estadounidense de Agricultura (USDA) prohibe la discriminación contra sus clientes, empleados y solicitantes de empleo en las bases de raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalia, donde creencias aplicables, políticas, estado civil, estado familiar o parental, orientación sexual, o todo o parte del ingreso de un individuo se deriva de cualquier programa de asistencia pública, o la información genética en el empleo o en cualquier programa o actividad protegida realizado y financiado por el Departamento. (No todos prohibidos bases se aplicarán a todos los programas o actividades de empleo). Si desea presentar una queja del programa de derechos civiles de discriminación, completa la forma de queja de discriminación programa de USDA (PDF), encontró en línea en http://www.ascr.usda.gov/complaint_filing_cust.html de presentación, o en cualquier oficina del USDA, o llame (866) 632-9992 para solicitar el formulario. También puede escribir una carta que contenga toda la información solicitada en el formulario. Envíenos su formulario de reclamación completado o carta por correo al Departamento de agricultura de Estados Unidos, Director, Office of Adjudication, 1400 independencia Avenue, S.W., Washington, D.C. 20250-9410, por fax (202) 690-7442 o por correo electrónico a program.intake@usda.gov. Personas sordas, con problemas de audición o que tienen discapacidades del habla y usted desean presentar querella de EEO o programa por favor, póngase en contacto con el USDA a través del servicio de retransmisión Federal al (800) 877-8339 o (800) 845-número (en Español).
USDA es un empleador de igualdad de oportunidades.

LEA ESTA HOJA ANTES DE LLAMAR A LA ESCUELA DE SU NIÑO O AL NÚMERO DE TELÉFONO DIRECTO

TODO NIÑO, SIN IMPORTAR SU ESTADO MIGRATORIO, TIENE DERECHO A PARTICIPAR EN EL PROGRAMA DE COMIDAS ESCOLARES Y EL PROGRAMA DE LECHE GRATIS

1. ¿Qué debo hacer si uno de mis niños no recibe una carta?
Si uno de sus niños no recibió una carta, puede agregar el nombre de ese niño a la carta. Si su niño NO está recibiendo todavía beneficios de comidas escolares o de leche o ambos gratis, envíe esta carta a la escuela a la que asiste su niño. Comuníquese con la escuela de su niño para averiguar si actualmente él/ella tiene derecho a recibir comidas o leche gratis.

2. ¿Qué pasa si el niño mencionado en la carta ya no vive en la casa?
Si el niño vive en otro hogar, simplemente rompa la carta.

3. ¿Qué pasa si el niño mencionado en la carta vive en mi hogar, pero no es mi hijo(a)?
Escriba el nombre de la escuela y el grado en que está el niño y devuelva la carta a la escuela.

4. ¿Puede mi niño de edad pre escolar (de 3 años), mencionado en la carta, recibir almuerzo o leche gratis?
Sí. Siempre y cuando el niño esté matriculado y asistiendo a una de las escuelas que participa en el Programa de almuerzos y desayunos escolares y el Programa especial de leche, o el Programa Veranero de Comidas.

5. Si mi niño tiene derecho a recibir comidas escolares gratis, ¿puede recibir leche gratis si trae su propio almuerzo?
No. El niño no puede seleccionar solamente el componente leche ofrecido como parte de la comida gratis. Para que el niño pueda recibir la leche gratis, debe recibir la comida escolar completa.

6. ¿Puede un niño que recibe escolarización en casa o un niño que ya se graduó de la escuela, recibir comidas gratis?
No. Las comidas gratis no son para los niños que reciben escolarización en casa o para los niños que ya se graduaron de la escuela. El niño debe estar matriculado en una escuela para poder recibir estos beneficios.

7. ¿Acaso esta carta también aplica a los niños que asisten a una escuela que no participa en un programa de almuerzos o desayunos gratis?
No. Pero le sugerimos que se comunique con el director de la escuela o con el director del servicio de comidas escolares para averiguar si la escuela participa en el programa especial de leche gratis.

8. ¿Y qué si a mi hijo(a) no le gusta el almuerzo que sirven en la escuela? ¿Puedo rehusar la comida?
Sí. Usted puede rehusar no regresando esta carta de habilitación a la escuela o comunicándose con la escuela de su hijo(a) para rechazar los beneficios que él o ella actualmente está recibiendo.

FAVOR DE REGRESAR LA CARTA DE CERTIFICACIÓN A LA ESCUELA DE SU HIJO(A).

New York State
Education Department
Child Nutrition Program Administration

New York State
Office of Temporary and
Disability Assistance

ELIGIBILITY LETTER FOR FREE MEALS/MILK
(Return this letter to your child(ren)'s school)

July 2015

Dear Parent/Guardian:

A joint effort has been made by OTDA and NYSED to provide this letter to your household based on your eligibility for Supplemental Nutrition Assistance Program (SNAP). This letter is to inform you that the child(ren) listed below is eligible to receive free lunch and/or breakfast if he/she attends a school that participates in one of the following programs: National School Lunch, School Breakfast, or Special Milk. Your school may have already notified you in writing that your child(ren) is directly certified to receive these free meal/milk benefits. If you have not been notified, you can contact your child(ren)'s school to determine if he/she is now eligible to receive free meals or you can send this letter to the school as an alternative method to qualify your child to receive free meals. If a child(ren) in the household did not receive a letter, **please complete the form below and return it to the school(s) which the child(ren) attend(s).**

This letter also entitles your child(ren) to free meals if he/she attends a program such as a school, club or camp that participates in the Summer Food Service Program. Make a copy for your records so you can provide it to the sponsor. Please refer to the following website to locate a Summer Food Service Program near you http://portal.nysed.gov/portal/page/portal/CNKC.

If you have any questions about free school meal/milk benefits, please review the instructions included with this letter, or **call your child(ren)'s school lunch director***.

For questions about SNAP program benefits, please call the OTDA toll free hotline number **1-800-342-3009.** A copy of your household's SNAP benefit information can be accessed from your www.mybenefits.ny.gov account.

Vea el otro lado para la versión en español

NAME	DATE OF BIRTH	SCHOOL	GRADE
Please put the name of any additional children in your household not listed below.	Please put the DOB of additional children listed.	Please put the name of your child's school below.	Please put your child's grade level below.

***Notice to Schools**: For questions regarding student eligibility in the Child Nutrition Programs, please call the NYSED Child Nutrition Program at (518) 473-8781 or visit http://portal.nysed.gov/portal/page/portal/CNKC.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity employer.

READ THIS PAGE BEFORE CALLING YOUR CHILD'S SCHOOL OR THE TOLL FREE HOTLINE

SAMPLE

ALL CHILDREN REGARDLESS OF IMMIGRATION STATUS ARE ELIGIBLE FOR THE SCHOOL MEALS PROGRAM AND THE MILK PROGRAM

1. What do I do if some of my children go to
* different schools in the same school district?
* public school and some go to private school?
* different schools in different districts?

Send this letter to the school which one of your children attends, if they are NOT already receiving free school meals/milk benefits. The school is responsible for making and sending the necessary copies of this letter to the other schools you listed on the front of the letter. You can contact your child(ren)'s school to determine if he/she is currently eligible for free meals/milk.

2. What do I do if one of my children is not listed on the letter?
If there is a child/children in your household whose name is not listed on this letter you may add those children's information in the chart on the bottom of the letter.

3. What if a child/children listed on the letter is no longer in the household?
If only one child is listed on the letter and that child is no longer in the household, destroy the letter.
If other children are listed on the letter, cross off the name of the child who no longer lives with you. Fill in the information (school and grade) for the other children living with you and send the letter to school.

4. What if a child/children lives with me, but is not my child/children?
Fill in the information and send the letter to school.

5. Can my pre-schooler who is listed on the letter get free lunch or milk?
Yes, if the child is enrolled and attending a school that participates in the School Breakfast, School Lunch, Special Milk and/or Summer Food Service Programs.

6. If my child qualifies for free school meals, can he/she get free milk if he/she brings a lunch from home?
No. The child cannot only select the milk component offered as part of the free meal. In order to have the free milk, the child must select a complete school meal.

7. Can home-schooled children or children who have graduated get free meals?
No. School meals are not available to children who are being educated at home or to children who have graduated.

8. Does this letter apply to my child who attends a school that doesn't have a lunch or a breakfast program?
No, but contact the school principal or food service director to find out if the school participates in the Special Milk Program with free milk.

9. If my child qualifies for special milk, can he/she get free milk if he/she brings a lunch from home?
Yes. If the child qualifies for free milk benefits, the child is eligible to receive free milk as part of the Special Milk Program.

10. What if my child does not like school lunch? Can I refuse the meal?
Yes. You can refuse by not sending this eligibility letter back to the school or contact your child's school to decline free meal/milk benefits they are currently receiving.

PLEASE RETURN THE ELIGIBILITY LETTER FOR FREE MEALS/MILK TO THE SCHOOL YOUR CHILD(REN) ATTENDS.

New York State
Education Department
Child Nutrition Program Administration

New York State
Office of Temporary and
Disability Assistance

CARTA DE HABILITACIÓN PARA RECIBIR COMIDAS/LECHE GRATIS
(Regresar esta carta a la escuela de su hijo[s])

Julio de 2015

Estimado padre / tutor:

La Oficina de Asistencia Temporal y Asistencia para Incapacitados del Estado de Nueva York (*OTDA,* por sus siglas en inglés) y el Departamento de Educación del Estado de Nueva York (*NYSED,* por sus siglas en inglés) en un esfuerzo mancomunado le envían esta carta a su grupo familiar, tomando como base que usted reúne los requisitos para recibir Asistencia Nutricional Suplementaria (*SNAP,* por sus siglas en inglés). En esta carta se le informa que el niño que se menciona a continuación, reúne los requisitos para recibir almuerzo o desayuno, o ambos, si el niño va a una escuela que participa en uno de los siguientes programas: Programa de almuerzos y desayunos escolares y programa especial de leche. La escuela ya debió haberle informado por escrito que su niño está directamente certificado para recibir los beneficios de comida y leche de manera gratuita. Si todavía no ha sido informado, comuníquese con la escuela a la cual va su niño para saber si reúne los requisitos para recibir las comidas gratuitas, o envíe esta carta de habilitación a la escuela como método alternativo para indicar que el niño reúne los requisitos para recibir las comidas gratuitas. Si el niño del grupo familiar no ha recibido la carta de habilitación, **sírvase llenar el formulario a continuación y envíelo a la escuela a la cual va el niño.**

Esta carta también permite que su niño tenga derecho a recibir comidas gratis si participa en una actividad escolar, club o campamento y dicho programa es parte del Programa Veranero de Comidas (*Summer Food Service Program*). Quédese con una copia de esta carta en caso de que tenga que mostrársela al patrocinador.Visite el siguiente sitio web http://portal.nysed.gov/portal/page/portal/CNKC para encontrar el Programa Veranero de Comidas (*Summer Food Service Program*) más cercano a usted.

Si tiene preguntas sobre el programa gratuito de comidas escolares y leche, sírvase revisar las indicaciones que se incluyen en esta carta, o **llame al director del programa de almuerzos escolares de la escuela a la cual asiste su niño.**

Si tiene preguntas sobre los beneficios de los programas SNAP, llame gratis a la Línea de Información de OTDA al **1-800-342-3009.** También en su cuenta de la página electrónica www.mybenefits.ny.gov, hay una copia con información sobre los beneficios SNAP que recibe su grupo familiar.

NOMBRE	FECHA DE NACIMIENTO	ESCUELA	GRADO
Escriba los nombres de otros niños de su grupo familiar que no están incluidos en la lista abajo mencionada.	**Escriba las fechas de nacimiento de los niños que fueron agregados a la lista.**	**Escriba el nombre de la escuela de su niño.**	**A continuación escriba el grado en que está su niño.**

Notificación a las Escuelas: Si tiene preguntas pertinentes a los requisitos de los estudiantes para participar en los programas de Alimentación para Niños, llame al NYSED Child Nutrition Program al (518) 473-8781 o ingrese a la página electrónica http://portal.nysed.gov/portal/page/portal/CNKC.

Declaración de no-discriminación:

El Departamento estadounidense de Agricultura (USDA) prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo en las bases de raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalia, donde creencias aplicables, políticas, estado civil, estado familiar o parental, orientación sexual, o todo o parte del ingreso de un individuo se deriva de cualquier programa de asistencia pública, o la información genética en el empleo o en cualquier programa o actividad protegida realizado y financiado por el Departamento. (No todos prohibidos bases se aplicarán a todos los programas o actividades de empleo). Si desea presentar una queja del programa de derechos civiles de discriminación, completa la forma de queja de discriminación programa de USDA (PDF), encontró en línea en http://www.ascr.usda.gov/complaint_filing_cust.html de presentación, o en cualquier oficina del USDA, o llame (866) 632-9992 para solicitar el formulario. También puede escribir una carta que contenga toda la información solicitada en el formulario. Envíenos su formulario de reclamación completado o carta por correo al Departamento de agricultura de Estados Unidos, Director, Office of Adjudication, 1400 independencia Avenue, S.W., Washington, D.C. 20250-9410, por fax (202) 690-7442 o por correo electrónico a program.intake@usda.gov. Personas sordas, con problemas de audición o que tienen discapacidades del habla y usted desean presentar querella de EEO o programa por favor, póngase en contacto con el USDA a través del servicio de retransmisión Federal al (800) 877-8339 o (800) 845-número (en Español).
USDA es un empleador de igualdad de oportunidades.

LEA ESTA HOJA ANTES DE LLAMAR A LA ESCUELA DE SU NIÑO O AL NÚMERO DE TELÉFONO DIRECTO.

SAMPLE

TODO NIÑO, SIN IMPORTAR SU ESTADO MIGRATORIO, TIENE DERECHO A PARTICIPAR EN EL PROGRAMA DE COMIDAS ESCOLARES Y EL PROGRAMA DE LECHE GRATIS

1. Qué hago si mis niños:
*van a diferentes escuelas en el mismo distrito escolar
*unos van a una escuela pública y otros van a una escuela privada
*van a diferentes escuelas en diferentes distritos
Si sus niños NO están recibiendo todavía beneficios de comidas escolares o de leche o ambos gratis, envíe esta carta a la escuela a la que asiste uno de sus niños. Esa escuela es responsable de hacer copias de esta carta y enviarla a las otras escuelas que usted indicó en la primera página de la carta. Comuníquese con la escuela de su niño para averiguar si actualmente él/ella tiene derecho a recibir comidas o leche gratis.

2. ¿Qué debo hacer si el nombre de uno de mis niños no aparece en la carta?
Si el nombre del niño o de los niños que vive(n) en su hogar no aparece(n) en la carta, agréguelo(s) a la carta.

3. ¿Qué sucede si uno de los niños listados en la carta ya no vive en el hogar?
Si solamente aparece un nombre en la carta y ese niño ya no reside en el hogar, deshágase de la carta.
Si los nombres de otros niños aparecen en la carta, tache el nombre del niño que ya no vive con usted. Suministre la información solicitada (escuela y grado) de los niños que viven con usted y envíe la carta a la escuela.

4. ¿Qué hago si uno de los niños que vive conmigo no es mi hijo(a)?
Suministre la información solicitada y envíe la carta a la escuela.

5. ¿Puede mi niño de edad pre escolar, mencionado en la carta, recibir almuerzo o leche gratis?
Sí. Siempre y cuando el niño esté matriculado y asistiendo a una de las escuelas que participa en el Programa de almuerzos y desayunos escolares y el Programa especial de leche o el Programa Veranero de Comidas.

6. Si mi niño tiene derecho a recibir comidas escolares gratis, ¿puede recibir leche gratis si trae su propio almuerzo?
No. El niño no puede seleccionar solamente el componente leche ofrecido como parte de la comida gratis. Para que el niño pueda recibir la leche gratis, debe recibir la comida escolar completa.

7. ¿Puede un niño que recibe escolarización en casa o un niño que ya se graduó de la escuela, recibir comidas gratis?
No. Las comidas escolares no son para los niños que reciben escolarización en casa o que ya se graduaron.

8. ¿Acaso esta carta también aplica a los niños que asisten a una escuela que no participa en un programa de almuerzos o desayunos gratis?
No. Pero le sugerimos que se comunique con el director de la escuela o con el director del servicio de comidas escolares para averiguar si la escuela participa en el programa especial de leche gratis.

9. Si mi niño tiene derecho a recibir leche especial, ¿puede recibir leche gratis si trae su propio almuerzo?
Sí. Si el niño reúne los requisitos para recibir beneficios de leche gratis, el niño tiene derecho a recibir leche gratis como parte del programa especial de leche.

10. ¿Y qué si a mi hijo(a) no le gusta el almuerzo que sirven en la escuela? ¿Puedo rehusar la comida?
Sí. Usted puede rehusar no regresando esta carta de habilitación a la escuela, o comunicándose con la escuela de su hijo(a) para rechazar los beneficios de comidas o leche o ambos que él o ella está recibiendo actualmente.

FAVOR DE REGRESAR LA CARTA DE CERTIFICACIÓN A LA ESCUELA DE SU HIJO(A).

ADDITIONAL ACCEPTABLE FORM OF CATEGORICAL ELIGIBILITY

When families receive approval for SNAP or TANF after the eligibility letters are sent, or they are re-certified for benefits, they receive an alternate eligibility letter that can and should be used to automatically qualify the children listed for free meals/milk. The notice is typically several pages in length, and should contain the following information:

- Family name and address
- Date of notice
- Names of eligible children

Be sure to obtain a copy of the first page of the notice, which lists the family's name and address, as well as the date they were eligible for SNAP or TANF. This is needed to ensure the integrity of the direct certification process. The letter is transmitted when families are accepted for SNAP or TANF or are renewed. Ensure the date of eligibility is within the current school year.

Notice Number: C129ET3104

SNAP

National School Lunch and/or Breakfast Programs

The children listed below are approved to receive free lunch and/or breakfast if they attend a school that participates in the National School Lunch and/or Breakfast Programs. To receive this benefit, you must take or send a copy of this notice to the school that your child attends.

Child's name/Children's names

This notice also entitles your child/children to free meals if they attend a program such as school, club or camp that participates in the Summer Food Service Program. Make a copy for your records so you can provide it to the sponsor.

OTDA MYBENEFITS WEBSITE

Submit documentation from OTDA's "myBenefits" account verifying receipt of SNAP/TANF benefits at www.mybenefits.ny.gov.

OVERCERTIFICATION

Increasingly, the number of children eligible for free and reduced price meals is used to allocate State and federal and even local funds. When the data is incorrect because ineligible families have been approved for free and reduced price meals, there is a significant misdirection of funds. New York State and the United States Department of Agriculture (USDA) are taking steps to ensure the integrity of child nutrition data, which have long been used as the proxy for identifying poverty.

Over the years, we have modified our free and reduced price application in order to facilitate the review process and eliminate confusion for eligible families applying for benefits. We also are reiterating some of the regulations so that persons reviewing applications have a better understanding of their responsibilities.

Specifically:

1. You must have new DCMP, correctly approved applications or eligibility letters on file within the first 30 operating days of the school year. This applies to all schools, even those whose school year begins in July. Carryover of previous year's eligibility from direct certification, categorical eligible and income applications is for up to 30 operating days of the new school year. We recommend you immediately conduct DCMP, then begin contacting families as soon as possible to obtain current eligibility data to ensure access to all children who qualify. This would also assist you in your efforts to provide information on free and reduced price eligibles on the Basic Educational Data System (BEDS) report in early October. As you are probably aware, BEDS data is used for a variety of funding formulas that will affect your school and community. Applications submitted by families for the new school year are effective immediately.

2. Applications where the family has reported zero (0) income (not applications with missing income) must be given free meal benefits from the point of approval, through the end of the school year.

3. Only complete applications can be approved for free meal benefits. Applications missing required information, such as income or last 4 digits of the Social Security number must be denied if the missing information cannot be obtained.

4. Applications cannot be approved for temporary reduced price benefits. There is no temporary reduced price eligibility.

5. Additional children in the household can be written in on an eligibility letter for free meals/free milk. You must obtain school enrollment records for those children living in the same household whose names are not indicated on an eligibility letter in order to extend free meal benefits to them.

6. Administrative prerogative as described in this packet is a very restrictive option that must be used judiciously and only when it can be determined through an independent source(s) that family income qualifies a child. This option is available only when exhaustive efforts to obtain an application from the family have been documented. The source of the documentation of household size and income information must be noted on the application. Reimbursement funds will be reclaimed for improper use of administrative prerogative.

7. **Military Families and Eligibility in the Child Nutrition Programs**
   For households affected by deployments in support of possible future military contingencies, USDA has addressed the deployment of family members for military service to accommodate free and reduced price meal eligibility determinations, tier 1 day care home determinations and meal benefits for children temporarily residing with their providers.

For the purpose of determining household size, deployed service members should be considered as family members living apart on a temporary basis. Instruct families to include the names and income of deployed service members on their application forms. The reviewing official should count the service member as part of the household in establishing a child's eligibility for free and reduced price meals, or a day care home provider's eligibility for tier 1 reimbursement rates.

Deployment of a parent or guardian may also affect the eligibility of a child, who temporarily resides with a day care home provider, to receive meals in the Child and Adult Care Food Program. Although the child may live with the provider while the service member is deployed, the child would not be considered a "provider's own" child. In this special situation, the child would continue to participate in the meal service as a nonresidential participant. To claim reimbursement for program meals, the day care home provider must have power of attorney, custody, or an agreement established by the military to provide residential care to the child.

8. Treatment of Military Housing Allowance for Families in "Privatized Housing " For Purposes of Determining Eligibility in the Child Nutrition Programs

Effective May 13, 2002, certain housing allowances are excluded from consideration in total income in the school nutrition programs, the National School Lunch Program, School Breakfast Program, the Special Milk Program and the Summer Food Service Program. In some instances, military personnel living in privatized housing receiving a housing allowance will not include this allowance in their total income when evaluating household eligibility for free or reduced price meals or free milk. The Military Housing Privatization Initiative refers to the operation of military housing under private contractors at military installations at a number of military bases. A housing allowance is given under this privatization initiative, which is shown on the leave and earnings statement of military personnel living in the housing provided. This income exclusion is only for those military personnel living in the housing provided by the Military Housing Privatization Initiative. It does not apply to those military personnel living off base in the community neighborhood in the general commercial/private real estate market.

9. Treatment of U.S. Armed Forces Family Subsistence Supplemental Allowances (FSSA)

The Floyd D. Spence National Defense Authorization Act of Fiscal Year 2001 (Public Law 106-398) requires the Armed Forces to pay certain low-income service members and their families a family subsistence allowance not to exceed $500 per month to reduce the number of service members and their families who rely on SNAP. The Armed Forces will pay the FSSA payment to eligible service members beginning June 1, 2001. For Child Nutrition Program (CNP) eligibility determination purposes, the FSSA payments must be counted as earned income to the household. There is no legislative authority that would permit the exclusion of FSSA payments from consideration as income in the CNP. We have been advised that the Leave and Earnings Statement for the Marines will identify the payment as "FSSA". The Leave and Earnings Statement for the Army, Navy and Air Force will temporarily identify the payment as "Saved Pay" and subsequently be changed to identify the payment as "FSSA". Please note that some military families receiving FSSA payments may still be income eligible for free or reduced price meal benefits. Other military families receiving FSSA payments also may be certified to receive food stamp benefits (despite the FSSA payment); these families would be categorically eligible for free meals in the CNP.

10. Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance to Needy Families (TANF) Application

School officials must familiarize themselves with valid SNAP/TANF case numbers before beginning the application approval process. When you conduct the required matching through the DCMP, you will become familiar with the food stamp numbers of your locale. It is imperative that SNAP or TANF applications are correctly approved with proper numbers to prevent potential fiscal sanctions being assessed against the SFA. If families do not know their SNAP or TANF numbers, you should first look in the SNAP DCMP electronic file. If you fail to locate the child, you should advise the family to (1) contact their local Department of Social Services to obtain their number (2) complete sections 4 and 5 of the application or (3) submit their eligibility letter.

Applications with invalid case numbers should not be approved. Families receiving SNAP or TANF no longer have a benefit issuance card that contains the information identifying that the family is currently eligible for benefits or their SNAP or TANF number. Families must refer to the letter they received from their local Department of Social Services to obtain their SNAP or TANF case numbers. It is important to note that even if you do not locate a student during the DCMP, if you receive an application with a SNAP or TANF number, you must approve the application for free meals and include the application in the verification process.

11. All eligibility determinations, including DCMP lists, SNAP eligibility letters and applications, must be retained for three years plus the current year. If this documentation is lost, misplaced, damaged, etc., the SFA could lose reimbursement for free and reduced price meals.

12. Special education, foreign exchange, immigrant and refugee students are not automatically eligible for free meals. These students qualify for free, reduced price and paid meals by using the same income guidelines or categorical criteria used for all students. The SFA may claim these students for free or reduced price reimbursement only if a correctly approved application or other certification documentation is on file.

13. House-parents may complete and sign an application for children in their care who reside in residential child care institutions.

14. Any and all contact with families regarding eligibility can and should be documented on the application.

15. If an application lacks how frequently income is received, e.g., weekly, monthly, etc., the reviewing official will process the income as weekly OR place a call to the family before approving since income information is not complete.

16. Income Conversion for Multiple Frequency of Incomes

Many households have different sources of income at different frequencies, such as weekly or bi-weekly(every two weeks) wages and monthly social security benefits. Past practice was to convert all income to a monthly amount; USDA established a conversion factor for weekly income and bi-weekly income. However, use of these conversion factors has resulted in some perceived inconsistencies in the relationship between converted amounts and the weekly, bi-weekly, bi-monthly and monthly income limits shown in the published Income Eligibility Guidelines (IEGs). These guidelines are established by dividing annual income limits by the annual income frequency and rounding up to the next whole dollar. While these conversion factors have created some inconsistent results, no eligible household has been denied benefits.

To avoid these problems, use the following procedures:

- If a household has only one income source, or if all sources are the same frequency, do not use conversion factors. Compare the income or the sum of the incomes to the published IEGs for the appropriate frequency and household size to make the eligibility determination.

- If a household reports income sources at more than one frequency, the acceptable method is to annualize all income by multiplying weekly income by 52, income received every two weeks by 26, income received twice per month by 24 and income received monthly by 12. *Do not round the values resulting from each conversion.* Add all the un-rounded converted values and compare the un-rounded total to the published IEGs for annual income for the appropriate household size.

- The application form reflects this information.

School districts must ensure that software they are using does not convert all income to monthly. It should only convert to annual income when there are multiple income frequencies. The software should also not round up each frequencies calculation before totaling.

17. Notification letters that families receive from a school may not be used to determine eligibility if the students transfer to a new school. The new school must obtain a copy of the original application or eligibility letter, or have the family complete a new application.

18. Families who reapply with a change in income after receiving a denial letter are subject to income verification.

19. Medicaid or Medicare information on an application for meal benefits does not qualify students for free or reduced price meals. Only students and extension to other household members may be provided free meal benefits based on Medicaid if found during the DCMP. The eligible Medicaid students reside in the DCMP data and are included with the SNAP eligible. If you find two records for a child in the DCMP data, you should certify the student free eligible based on SNAP, as DCMP SNAP is the highest level of free eligibility in Child Nutrition Programs.

Disclosure Chart

The NSLA specifies that persons directly connected with the administration or enforcement of certain programs or activities are permitted to have access to children's eligibility information. The following chart shows the circumstances for disclosing eligibility information. If you have concerns or questions about disclosing children's eligibility information, contact your State agency for further guidance.

Recipient of Information	What May be Disclosed	Requirements
Programs under the National School Lunch Act or Child Nutrition Act	All Eligibility information	Prior notice and consent not required
Federal/State or local means tested nutrition programs with eligibility standards comparable to the NSLP	Eligibility status only	Prior notice and consent not required
Federal education programs	Eligibility status only	Prior notice and consent not required
State education programs administered by a State agency or local education agency	Eligibility status only	Prior notice and consent not required
Local education programs	**NO** eligibility information, unless parental consent is obtained	Parental consent
Medicaid or the State Children's Health Insurance Programs (SCHIP), administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children	All Eligibility information unless parents elect not to have information disclosed	Must give prior notice to parents and opportunity for parents to decline to have their information Disclosed
State health programs other than Medicaid/SCHIP, administered by a State agency or local education agency	Eligibility status only	Prior consent not required
Federal health programs other than Medicaid/SCHIP	**NO** eligibility information, unless parental consent is obtained	Parental Consent
Local health program	**NO** eligibility information, unless parental consent is obtained	Parental Consent
Comptroller General of the United States for purposes of audit and examination	All eligibility information	Prior notice and consent not required
Federal, State, or local law enforcement of officials investigating alleged violations of any of the programs under NSLA and CAN or investigating violations of any of the programs that are authorized to have access to names and eligibility status	All eligibility information	Prior notice and consent not required

FREE ELIGIBILITY			REDUCED ELIGIBILITY
Direct Certification	**Categorical Eligibility**	**Free Application**	**Reduced Application**
Supplemental Nutrition Assistance Program (SNAP) - *Automated Data Matching Method*	Temporary Assistance For Needy Families (TANF) - *Indicated Case Number on the Free And Reduced Price Meal Application*	Free and reduced price meal applicant approved to receive free school meals/milk determined by the income indicated on the application was *at or below 130 percent of the Federal poverty guidelines.*	Free and reduced price meal applicant approved to receive free school meals/milk determined by the income indicated on the application was *between 130 and at or below 185 percent of the Federal poverty guidelines.*
	Food Distribution Program On Indian Reservations (FDPIR) - *Indicated Case Number on the Free and Reduced Price Meal Application*		
Medicaid *recipients at or below 133 percent of the Federal poverty guidelines, determined by the Medicaid Program* - *Automated Data Matching Method*	Supplemental Nutrition Assistance Program (SNAP) - *NYSED/OTDA Eligibility Letter Method (new), Re-certification Letter, or indicated Case Number on the Free and Reduced Price Meal Application*		
* Data Matching Systems indicate the corresponding Assistance Program	Homeless - *List obtained from the McKinney Vento liaison (visit www.nysteachs.org for a list of homeless liaisons)*		
	Runaway - *List obtained from the runaway provider*		
	Migrant - *List obtained from the migrant coordinator*		
	Foster - *List obtained from the Office of Children and Family Services (OCFS) or indicated on the Free and Reduced Price Meal Application*		
	Head Start and Even Start - *Enrollment records*		

2015-2016 FREE AND REDUCED PRICE INCOME ELIGIBILITY ATTACHMENTS

I Income Eligibility Guidelines:
These scales are published each year by the federal government and must be used to determine eligibility for free and reduced price meals for the effective dates prescribed.

II Annual News Release - Public Announcement:
Prior to the beginning of the school year this release, along with the income eligibility scales for both free and reduced price meals, must be provided to the local news media, the local unemployment office, and to any major employers contemplating large layoffs in the area.

III Certification of Acceptance for Districts and Nonpublic Schools

IV Certification of Acceptance for Residential Child Care Institutions (RCCIs)

V Free and Reduced Price Application Forms:
Along with the parent letter, the family application (Attachment Va) must be distributed to all parents of children in attendance at school at the beginning of the school year and for new students when entering during the school year. Each family should complete only one application for their household. Spanish Family application (Attachment Vb) is also available.

VI Free and Reduced Price Application Fact Sheet:
At the option of the SFA, this fact sheet may be sent home with the application or made available at the school.

VII Parent Letters: School Meal Programs
These are prototypes of the letters sent to parents each year announcing the availability of the Child Nutrition Programs. Use only those which are applicable to your school program. **Only the Reduced Price eligibility scale from Attachment I is included in the breakfast/lunch parent letter.** The prototype parent letters included in this packet contain the appropriate scales for the 2015-2016 school year.

VIII Parent Letters: Special Milk
Those schools which sponsor the Special (Free) Milk program may adapt the Special Milk parent letter accordingly. Include only the free eligibility scale from Attachment I when preparing the Special Milk parent letter.

IX Notification Letter:
All parents who submit applications must be informed of the approval or denial of such applications. Written notification must be provided to each family denied program benefits in order to provide the family with the hearing and appeals process and a copy of such written notification must be retained on file.

X Notification Letter to Parents from Direct Cert Matching Process

XI Parent Letter - Children with Disabilities

XII Parent/Guardian Consent Letter

XIII Parent/Guardian Consent Statement (Single Program)

XIV Parent/Guardian Consent Statement (Multiple Programs)

2015-2016 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	$ 15,301	$ 1,276	$ 638	$ 589	$ 295	1	$ 21,775	$ 1,815	$ 908	$ 838	$ 419
2	$ 20,709	$ 1,726	$ 863	$ 797	$ 399	2	$ 29,471	$ 2,456	$ 1,228	$ 1,134	$ 567
3	$ 26,117	$ 2,177	$ 1,089	$ 1,005	$ 503	3	$ 37,167	$ 3,098	$ 1,549	$ 1,430	$ 715
4	$ 31,525	$ 2,628	$ 1,314	$ 1,213	$ 607	4	$ 44,863	$ 3,739	$ 1,870	$ 1,726	$ 863
5	$ 36,933	$ 3,078	$ 1,539	$ 1,421	$ 711	5	$ 52,559	$ 4,380	$ 2,190	$ 2,022	$ 1,011
6	$ 42,341	$ 3,529	$ 1,765	$ 1,629	$ 815	6	$ 60,255	$ 5,022	$ 2,511	$ 2,318	$ 1,159
7	$ 47,749	$ 3,980	$ 1,990	$ 1,837	$ 919	7	$ 67,951	$ 5,663	$ 2,832	$ 2,614	$ 1,307
8	$ 53,157	$ 4,430	$ 2,215	$ 2,045	$ 1,023	8	$ 75,647	$ 6,304	$ 3,152	$ 2,910	$ 1,455
Each Add'l person add	$ 5,408	$ 451	$ 226	$ 208	$ 104	Each Add'l person add	$ 7,696	$ 642	$ 321	$ 296	$ 148

BOTH of the above scales should appear in the Public Announcement/release to the media (Attachment II)

ONLY the Reduced Price Eligibility Scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment VII)

ONLY those schools which participate in the Special Milk Program and offer Free Milk should publish the Free Eligibility Scale in both the Public Announcement and the Letter to the Parent.

Please note: ***Incomes indicated on the free and reduced price eligibility scales are maximum amounts.***

PROTOTYPE

ANNUAL NEWS RELEASE - PUBLIC ANNOUNCEMENT
(Send to newspaper, unemployment office, large area employer contemplating layoffs and keep documentation on file.)

_____(Local School Food Authority) today announced a free and reduced price meal (Free Milk) policy for _____ area school children.

Local school officials have adopted the following family eligibility criteria to assist them in determining eligibility:

2015-2016 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	$ 15,301	$ 1,276	$ 638	$ 589	$ 295	1	$ 21,775	$ 1,815	$ 908	$ 838	$ 419
2	$ 20,709	$ 1,726	$ 863	$ 797	$ 399	2	$ 29,471	$ 2,456	$ 1,228	$ 1,134	$ 567
3	$ 26,117	$ 2,177	$ 1,089	$ 1,005	$ 503	3	$ 37,167	$ 3,098	$ 1,549	$ 1,430	$ 715
4	$ 31,525	$ 2,628	$ 1,314	$ 1,213	$ 607	4	$ 44,863	$ 3,739	$ 1,870	$ 1,726	$ 863
5	$ 36,933	$ 3,078	$ 1,539	$ 1,421	$ 711	5	$ 52,559	$ 4,380	$ 2,190	$ 2,022	$ 1,011
6	$ 42,341	$ 3,529	$ 1,765	$ 1,629	$ 815	6	$ 60,255	$ 5,022	$ 2,511	$ 2,318	$ 1,159
7	$ 47,749	$ 3,980	$ 1,990	$ 1,837	$ 919	7	$ 67,951	$ 5,663	$ 2,832	$ 2,614	$ 1,307
8	$ 53,157	$ 4,430	$ 2,215	$ 2,045	$ 1,023	8	$ 75,647	$ 6,304	$ 3,152	$ 2,910	$ 1,455
Each Add'l person add	$ 5,408	$ 451	$ 226	$ 208	$ 104	Each Add'l person add	$ 7,696	$ 642	$ 321	$ 296	$ 148

BOTH of the above scales should appear in the Public Announcement/release to the media (Attachment II)

ONLY the Reduced Price Eligibility Scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment VII)

SNAP/TANF/FDPIR Households: Households which currently include children who receive SNAP but who are not found during the DCMP, or Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) must complete an application listing the child's name, a SNAP, TANF, or FDPIR case number and the signature of an adult household member, or provide an Eligibility letter for free meals/milk from the New York State Education Department

Other Households: Households with incomes the same or below the amount of money listed above for their family size may be eligible for and are urged to apply for free and/or reduced price meals (or free milk). They may do so by filling in the application forms sent home with a letter to parents. Additional copies are available at the principal's office in each school. Applications may be submitted any time during the school year to _____(Title of Reviewing Official).

The information provided on the application will be confidential and will be used for determining eligibility. The names and eligibility status of participants may also be used for the allocation of funds to federal education programs such as Title I and National Assessment of Educational Progress (NAEP), State health or State education programs, provided the State agency or local education agency administers the programs, and for federal, State or local means-tested nutrition programs with eligibility standards comparable to the NSLP. Eligibility information may also be released to programs authorized under the National School Lunch Act (NSLA) or the Child Nutrition Act (CNA). The release of information to any program or entity not specifically authorized by the NSLA will require a written consent statement from the parent or guardian.

The school district does, however, have the right to verify at any time during the school year the information on the application. If a parent does not give the school this information, the child/children will no longer be able to receive free or reduced price meals (free milk).

Foster children may also be eligible for these benefits. A separate application for a foster child is no longer necessary. Foster children may be listed on the application as a member of the family where they reside. They must include the foster child's name and personal use income.

Under the provisions of the policy, the designated official will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the designated official, he/she may make a request either orally or in writing for a hearing to appeal the decision.

_____ (Title), whose address is _____ has been designated as the Hearing Official. Hearing procedures are outlined in the policy. However, prior to initiating the hearing procedure, the parent or School Food Authority may request a conference to provide an opportunity for the parent and official to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decisions rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Only complete applications can be approved. This includes complete and accurate information regarding: the Food Stamp, TANF, or FDPIR case number; the names of all household members; on an income application the last four digits of the social security number of the person who signs the form or an indication that the adult does not have one, and the amount and source of income received by each household member. In addition, the parent or guardian must sign the application form, certifying the information is true and correct.

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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity employer.

PLEASE NOTE: *This notice **must** be sent to the local media and your local unemployment office at the beginning of each school year.*

The school or district must request the media to publish the entire notice.
The school or district must not post this public announcement on its website or distribute it with the applications.
*The media **are not required to publish** any of the notice.*
The school or district must maintain on file a copy of the letter to the media and the article (if published).
The school or district must not pay to have this notice published.

KEEP THIS FORM ON FILE. DO NOT RETURN TO SED

CERTIFICATION OF ACCEPTANCE FOR DISTRICTS AND NONPUBLIC SCHOOLS
(Residential Child Care Facilities must complete the form on Attachment IV)

Please complete the following information and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certificate of Acceptance to your regional office.**

SCHOOL FOOD AUTHORITY NAME:_____

12-Digit LEA Code: _ _ _ _ _ _ _ _ _ _ _ _

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

Titles of Designated Officials

A. REVIEWING OFFICIAL

Address &Telephone

B. HEARING OFFICIAL

Address & Telephone

C. VERIFICATION OFFICIAL

Address & Telephone

An officer of the Board of Education or chairman of the community school board, pastor or executive director of the corporation operating a private or parochial school, or the headmaster or principal of a nonpublic school must sign this form.

_____
ORIGINAL SIGNATURE OF SCHOOL OFFICIAL

_____
TITLE

_____
DATE

2015-2016

- **The Reviewing and Verification Official may be the same person. The hearing official cannot be the Reviewing or Verification Official.**

KEEP THIS FORM ON FILE. DO NOT RETURN TO SED

CERTIFICATION OF ACCEPTANCE FOR RESIDENTIAL CHILD CARE INSTITUTIONS (RCCIs)

Please complete the following information and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certificate of Acceptance to your regional office.**

SCHOOL FOOD AUTHORITY NAME:_____

12-Digit LEA Code: __ __ __ __ __ __ __ __ __ __ __ __

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

Titles of Designated Officials

A. REVIEWING OFFICIAL

Address &Telephone

(Sections B & C are only applicable to RCCIs with day treatment students)

B. HEARING OFFICIAL

Address & Telephone

C. VERIFICATION OFFICIAL

Address & Telephone

An officer of the Board of Directors or the Executive Director must sign this form.

_____

ORIGINAL SIGNATURE OF SCHOOL OFFICIAL

_____

TITLE

_____

DATE

2015-2016

- **The Reviewing and Verification Official may be the same person. The hearing official cannot be the Reviewing or Verification Official.**

Date Withdrew_____ **Attachment Va** F____R_____D_____

2015-2016 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and return it to *(name/school)*. Call *(phone number)*, if you need help. Additional names may be listed on a separate paper.

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

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

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 ***Amount / How Often***	Child Support, Alimony ***Amount / How Often***	Pensions, Retirement Payments ***Amount / How Often***	Other Income, Social Security ***Amount / How Often***	No Income
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐
	$_____ /_____	$_____ /_____	$_____ /_____	$_____ /_____	☐

Total Household Members (Children and Adults)

☐☐

4. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved.
I certify (promise) that all of 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: _____ **Last Four Digits of Social Security Number:** XXX-XX- __ __ __ __
Home Phone: _____ Work Phone:_____ Home Address:_____

I do not have a SS# ☐

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, submit a Free Meals/Milk Eligibility Letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions.. Sign the application and return the application to _____. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help: _____. 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).

PART 2 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

(1) List a current Food Stamp, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. 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 food stamp case number, TANF or FDPIR number.

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) 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 food stamp, TANF or FDPIR number, a social security number is not needed.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order 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.

PRIVACY ACT STATEMENT

Privacy Act Statement: This explains how we will use the information you give us.
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, 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 adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, 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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).
USDA is an equal opportunity employer.

Date Withdrew_____ **Attachment Vb** F ___R ____D____

2015-2016 Solicitud de Familia para las Comidas Escolares y Leche Gratis o Precios Reducidos

Para solicitar por comidas gratuitas o precios reducidos para sus niños, lea las instrucciones en el reverse, complete este formulario para su hogar, firme su nombre y volver a. Llame si usted necesita ayuda. Nombres adicionales se pueden ser listados en un documento separado.

1. Lista todos los niños en su hogar que asisten una escuela:

Nombre del estudiante	Escuela	Grado/Profesor(a)	Hijo/a de crianza	Sin Ingreso, Emigrante, Fugitivo
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

2. SNAP/TANF/FDPIR beneficios:
Si alguien en su hogar recibe cupones de alimentos, o beneficios de TANF o FDPIR, liste su nombre y CASO # aquí. Vaya a la parte 4, y firme la solicitud.

Nombre: _____ CASO #_____

3. Informe todos los ingresos para TODOS los miembros del hogar (Omita este paso si usted respondió 'sí' al paso 2)

Todos los miembros del hogar (incluyendo a ti mismo y todos los niños que tienen ingresos).
Lista todos los miembros de la Familia no aparece en el paso 1 (incluido usted mismo) incluso si no reciben ingresos. Por cada miembro de su familia, si no reciben ingresos, informe los ingresos totales de cada fuente en su conjunto sólo dólares. Si no reciben cualquier otra fuente de ingresos, escriba ' 0 '. Si introduce ' 0' o dejar los campos en blanco, está certificando (prometedor) que no hay informe de ingresos.

Nombre del miembro del hogar	Ganancias del trabajo antes de las deducciones ***Cantidad/Frecuencia***	La manutención de menores, pensión alimenticia ***Cantidad/Frecuencia***	Pensiones, los pagos de jubilación ***Cantidad/Frecuencia***	Otros ingresos, Seguridad Social ***Cantidad/Frecuencia***	Sin Ingreso, Emigrante, Fugitivo
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐

Totales miembros de la familia (niños y adultos)

☐☐

4. Firma: Un miembro adulto del hogar debe firma esta solicitud y presenta los últimos cuatros dígitos de su Numero de Seguro Social (SS#), o marcar el bloque "No tengo un Numero de Seguro Social) antes de que pueda ser aprobado.
Yo certifico (prometo) que toda la información en esta solicitud es verdadero y he reportado todos los ingresos. Yo entiendo que la información se está dando para que la escuela recibirá fondos federales. Los funcionarios escolares pueden verificar la información y si deliberadamente proveo información falsa, puedo ser procesado bajo de leyes estatales y federales, y mis hijos podrían pedir beneficios de comidas.

Firma: _____ **Fecha:** _____

Dirección de correo electrónico: _____ **Últimos cuatros dígitos del Numero de Seguridad Social:** XXX-XX- _ _ _ _

Teléfono de la casa: _____Teléfono del trabajo: _____ Dirección de la casa:_____

No tengo un SS# ☐

NO ESCRIBA DEBAJO ESTA LINEA- PARA USO DE LA ESCUELA

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:**_____

INSTRUCCIONES DE SOLICITUD

Para solicitar comidas gratuitas o precio reducido, presente una carta de Habilitacion recibieron de la Oficina de Temporal y Asistencia de Discapacidad o llene sólo una solicitud de su hogar siguiendo las instrucciones. Firme la solicitud y envíela a_____. Si tiene un hijo de crianza en su hogar, usted puede incluir en su solicitud. Llame a la escuela si necesita ayuda: _____. Asegure de que toda la información se proporciona. Si no lo hace puede resultar en la denegación de beneficios para su hijo o retrasos innecesarios en la aprobación de su solicitud.

PARTE 1

TODOS LOS HOGARES NECESITEN COMPLETAR LA Información. NO LLENE MAS DE UNA SOLICITUD PARA SU HOGAR.

(1) Imprima los nombres de los niños para usted esta aplicando en una sola aplicación.
(2) Liste su grado y escuela.
(3) Marque el bloque para indicar un hijo de crianza que vive en su hogar, o si usted cree y niño cumple con la descripción para personas sin hogar, migrante, runaway (personal de la escuela confirmará esta elegibilidad).

PARTE 2

HOGARES CON CUPONES DE ALIMENTOS, TANF O FDPIR DEBE COMPLETE PARTE 2 Y FIRME PARTE 4

(4) Liste un presente SNAP, TANF, o FDPIR (Programa de Distribución de Alimentos en Reservaciones Indígenas) caso número de alguien viviendo en su hogar. No use el número de 16 dígitos en su tarjeta de beneficios. El numero del caso esta proporcionado en su tarjeta de beneficios.
(5) Un miembro adulto del hogar necesite firmar la solicitud en PARTE 4. Omita PARTE 3. No liste nombres de miembros del hogar o ingresos si lista un caso número de SNAP, TANF o FDPIR número.

PARTE 3

TODOS OTROS HOGARES NECESITEN LLENAR ESAS PARTES Y TODOS DE PARTE 4.

(6) Escriba los nombres de todos en su hogar, sean o no recibe ingresos. Incluya su nombre y los niños que usted está solicitando, todos los otros niños, su marido(a), abuelos, e otras personas en su hogar (familia o no). Utilice otra hoja de papel si necesita más espacio.
(7) Escriba la cantidad de ingresos Corrientes de cada miembro del hogar recibe, antes de impuestos o otras deducciones, e indique de donde vino, tales como sueldo, asistencia social, pensiones e otros ingresos. Si el ingreso corriente es más o menos del normal, indique el ingreso normal de esa persona. **Especifique la frecuencia con la cantidad de ingreso que se recibe: semanal, cada dos semanas, dos veces cada mes, o mensual.** El valor de cuidado de niños, proporcionado u arreglado, o cualquier cantidad recibida como pago por cuidado de niños o reembolso de los gastos incurridos por ese cuidado bajo de Cuidado de Niños y Subvención de Desarrollo Bloque, TANF y Programas de Cuidado de Niños de Riesgos no deben ser considerados como ingresos para este programa.
(8) La solicitud debe incluir sólo los últimos cuatros dígitos del Numero de Seguridad Social del adulto que firme **PARTE 4** si Parte 3 esta llenando. Si el adulto no tenga un Numeró de Seguridad Social, marque el casilla. Si usted listó un número de SNAP, TANF o FDPIR, un número de Seguridad Social no es necesario.

OTROS BENEFICIOS: Su hijo(a) puede ser elegible por beneficios como Medicaid o Programa de Seguro Medico para Niños (PSMN). Para determinar si su hijo(a) es elegible, funcionarios del programa necesitan información desde la solicitud de comidas gratis o precio reducido. Su consentimiento escrito se requiere antes de que cualquier información pueda ser puesta en libertad. Por favor, refiérase a la Carta de Revelación Paternal y Declaración de Consentimiento para obtener información sobre otros beneficios.

Declaración de Privacidad

El Acta de Privacidad: Esto explica como usaremos la información que nos da.
El Richard B. Russell Ley Nacional de Almuerzo Escolar exige la información en esta solicitud. Usted no necesita dar la información, pero si no lo hace, nosotros no podemos aprobar su hijo(a) por comidas gratis o a precios reducidos. Debe incluir los últimos cuatro dígitos del número de Seguridad Social del miembro adulto del hogar quien firma la solicitud. Los últimos cuatro dígitos del numero de Seguridad Social no son necesarios si usted está solicitando para un hijo de crianza o usted lista un numero de Cupones de Alimentos, Temporal Asistencia para Familias Necesitadas (TANF) o el Programa de Distribución de Alimentos en Reservaciones Indígenas (PDARI) u otro identificador PDARI para su niño o cuando usted indica que el miembro adulto del hogar que firma la solicitud no tiene numero de Seguridad Social. Nosotros usaremos su información para determinar si su niño es elegible para recibir comidas gratis o a precio reducido, y para la administración y la ejecución de los programas de almuerzo y desayuno. Es posible que compartiremos su información de elegibilidad con programas de educación, salud, y nutrición para ayudarles a evaluar, financiar, o determinar beneficios para sus programas, auditores para revisar programas, y funcionarios del orden para ayudarles a investigar violaciones de las reglas del programa.

Quejas de Discriminación

Declaración de No-Discriminación: Esto explica que hacer si usted si usted cree que ha sido tratado injustamente. "De conformidad con la Ley Federal y el Departamento de Agricultura de EEUU, esta institución esta prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, o discapacidad. Para presentar una queja de discriminación, escriba a USDA, Director, Oficina de Derechos Civiles, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 o llame al numero gratuito (866) 632-9992 (Voz). Los individuos que son sordos o con discapacidades del habla pueden comunicarse con el USDA por el Servicio Federal de Retransmisión a (800) 877-8339 (en ingles) o (800) 845-6136 (en español). USDA es un proveedor y empleador de oportunidades iguales.

FREE AND REDUCED PRICE MEAL APPLICATION
FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

SNAP/TANF/FDPIR case number:

This must be the complete case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number. All children with the same case number may be listed on the same application. If anyone in your household receives SNAP, all children living in your household are eligible to receive free meals at school.

Direct Certification:

If you receive SNAP or TANF, send in the Eligibility Letter from the NYS Education Department instead of completing the application. Make a copy for your records.

Foster Child:

A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

Household:

A group of related or non-related people who are living in one house and share income and expenses.

Adult Family Members:

All related and non-related people who are 21 years of age and older living in your house.

Financially Independent:

A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household.

Gross Income:

Is money earned or received by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions.

Examples of gross income are:

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Strike benefits
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

If you have more than one job, you must list the income from all jobs.

If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources.

Current Income:

Your income at the present time **before deductions**. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

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.

If you have any questions or need help in filling out the application form, please contact:

Name: _____ Title: _____

Telephone Number: _____

Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **[Name of School]** offers healthy meals every school day. Breakfast costs **[$]**; lunch costs **[$]**. Your children may qualify for free meals or for reduced price meals. Reduced price is **$0.25** for breakfast and **$0.25** for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **[name, address, phone number]**.
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. **Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.**
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **[school, homeless liaison or migrant coordinator information]** to see if they qualify.
5. 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 Eligibility Income Chart, shown on this application.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **[phone number]** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first 30 days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **[name, address, phone number, e-mail]**.
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. 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) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

2015-2016 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	$ 21,775	$ 1,815	$ 908	$ 838	$ 419
2	$ 29,471	$ 2,456	$ 1,228	$ 1,134	$ 567
3	$ 37,167	$ 3,098	$ 1,549	$ 1,430	$ 715
4	$ 44,863	$ 3,739	$ 1,870	$ 1,726	$ 863
5	$ 52,559	$ 4,380	$ 2,190	$ 2,022	$ 1,011
6	$ 60,255	$ 5,022	$ 2,511	$ 2,318	$ 1,159
7	$ 67,951	$ 5,663	$ 2,832	$ 2,614	$ 1,307
8	$ 75,647	$ 6,304	$ 3,152	$ 2,910	$ 1,455
*Each Add'l person add	$ 7,696	$ 642	$ 321	$ 296	$ 148

How to Apply: To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals received from the NYS Education Department, OR carefully complete one application for your household and return it to the designated office. If you now receive SNAP, 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 case number and the signature of an adult household member. All children should be listed on the same application. 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 the last four digits of that adult's social security number, or check the box 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.

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 SNAP.

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.

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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity 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.

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, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

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,

PROTOTYPE

Special Milk Program Schools
(Only for use when offering Free Special Milk)

Dear Parent/Guardian:

(School Name) believes that one of the most important ways we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their minds and bodies. Therefore, we provide milk in our school every day.

We invite all students to show their support for their school food service program through frequent participation. Current milk prices are $____ per one half pint.

How to Apply: To receive free milk for your children **submit an Eligibility Letter for Free Meals/Milk from the NYS Education Department OR carefully complete the application** and return it to the school. If you currently receive SNAP, or TANF for any children or participate in the FDPIR, the application must include the children's names of all children living in your household, your SNAP, TANF or FDPIR number and the signature of an adult household member. If you do not list a SNAP/TANF/FDPIR number, the application must include the names of everyone in the household, the amount of income for each household member, how often this income is received and where it comes from. The application must also include the signature of an adult household member and the last four digits of that adult's social security number, or check the box 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 number or complete the income portion of the application.

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 may be eligible for free milk.

2015-2016 FREE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	$ 15,301	$ 1,276	$638	$589	$295
2	$ 20,709	$ 1,726	$863	$797	$399
3	$ 26,117	$ 2,177	$ 1,089	$ 1,005	$503
4	$ 31,525	$ 2,628	$ 1,314	$ 1,213	$607
5	$ 36,933	$ 3,078	$ 1,539	$ 1,421	$711
6	$ 42,341	$ 3,529	$ 1,765	$ 1,629	$815
7	$ 47,749	$ 3,980	$ 1,990	$ 1,837	$919
8	$ 53,157	$ 4,430	$ 2,215	$ 2,045	$ 1,023
*Each Add'l person add	$ 5,408	$451	$226	$208	$104

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 SNAP.**

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.

Foster Child: Your foster child may be eligible for free milk. Provide documentation from an appropriate State or local agency indicating the child's status as foster. If you have questions contact the school for help with the application.

Non-discrimination Statement: The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity employer.

Fair Hearing: If you do not agree with the school's decision on your application or the result of verification, 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:

(Name, Address, Telephone Number of Hearing Official)

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.

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, have a decrease in household income, or an increase in family size you may request and complete application at that time.

You will be notified when the application is approved or denied.

Sincerely,

NOTIFICATION LETTER FOR SCHOOL MEALS

Dear _____:

Your application for free and reduced price meals for your child(ren) has been:

___ Approved for free meals.
___ Approved for reduced price meals at____ cents for lunch and_____cents for breakfast.
___ Denied for the following reason(s):
  ___ Income over the allowable amount.
  ___ Incomplete application. The following information is missing:

  ___ Other:

If you do not agree with the decision, you may discuss it with a school official and you have a right to a fair hearing. This can be done by calling or writing the following official:

Name:
Address:
Phone:

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income or become unemployed, or have an increase in household size, you may fill out another application at that time. Changes in income from your original application will be subject to verification.

Sincerely,

_____	_____	_____
Name	Title	Date

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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Attachment X

NOTIFICATION LETTER FOR DIRECTLY CERTIFIED STUDENTS

Dear Parent/Guardian: Date: _____

Your child(ren) has been automatically **approved for free meals and/or milk** during the 2015-2016 school year. This approval is based on student/household eligibility for the Supplemental Nutrition Assistance Program (SNAP), and/or Medicaid. **ONLY RETURN THIS LETTER to your child(ren)'s school if you do not want the free school meals/milk benefits. Please DO NOT fill out an application for free or reduced price meals and/or milk for the following child(ren):**

Student Name	School Name	Grade

☐ I do not want free meals/milk benefits for my children listed above

Sincerely,

_____

Signature

Non-discrimination Statement: The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity employer.

(Sample Parent Letter)

MEAL SERVICES TO CHILDREN WITH DISABILITIES

Dear Parent/Guardian:

Most children with disabilities have no special dietary needs. They are able to participate in the Child Nutrition Programs the same as all other children in the school. In some instances, however, children with disabilities may experience difficulty when chewing and swallowing, which would require that the physical characteristics of their foods be changed. Some children with disabilities may need special foods or a therapeutic diet.

Federal regulations require schools and institutions to serve meals at no extra charge to those children whose disability restricts their diet in such a way that they cannot fully participate in the food service program without some modification to the foods offered or the scheduled menu. If you believe your child needs substitutions because of a disability, please get in touch with us for further information. You must request the special meals from the school and provide the school with medical certification from a medical doctor. This medical certification must contain the following:

1) Verification that the special meals are needed due to the student's disability, and

2) Recommendation/prescription for alternate foods and forms of foods needed to meet the student's special dietary needs.

If you have questions regarding the need for meal modifications, contact _____ at _____ for further information.

Sincerely,

Prototype

PARENT/GUARDIAN CONSENT TO RELEASE ELIGIBILITY INFORMATION FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

Date

Dear Parent/Guardian:

If your child is eligible for free and reduced price meals or free milk, he/she also may be eligible for other benefits. In order to receive these benefits, you must provide written consent to permit school officials to give your name, address, and an indication that your household is eligible for free and reduced price meals or free milk, to representatives of certain programs. **Failure to sign a consent statement that will allow disclosure of this information will not affect your child's eligibility or participation in the school meals or milk programs.**

Some of the programs that may request names and eligibility information to be used to provide benefits, and for which parent/guardian consent is required, include: federal health insurance programs such as Medicaid or Children's Health Insurance program (CHIP), other federal programs, State programs, local health and education programs and other local activities. For example, the disclosure of children's eligibility for free and reduced price meals or free milk to determine eligibility for free text books, free band instruments, holiday baskets, school supplies, etc., or reduced fees for summer school or driver education programs, would require written consent by the child's parent/guardian.

If you wish to provide consent to release information contained in your child's free and reduced price meal application, to receive other benefits, please complete the attached consent statement.

_____ Please call _____ at _____ if you have questions.

Sincerely,

Enclosure (consent statement)

*** Personalize this letter to include programs that are actually available at your school.**

Prototype Consent Statement (Single Program)

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 program. I understand that the information will only be provided to this program.

Name of Program (to be completed by SFA) _____

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 program only.

Child/Children

_____

_____

_____

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: _____

Print Name: _____

Address: _____

Phone Number: _____

Date: _____

Prototype Consent Statement (Multiple Programs)

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 that 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

_____

_____

_____

I certify that I am the child's parent/guardian for whom the application was made.

Signature of Parent/Guardian: _____

Print Name: _____

Address: _____

Phone Number: _____

Date: _____

***Personalize your letter to only contain programs actually available at your school.**

Attachment XV

CHILD NUTRITION PROGRAM ADMINISTRATION
89 Washington Avenue, Room 375-EBA, Albany, NY 12234
NEW YORK STATE EDUCATION DEPARTMENT
(518) 473-8781 Fax (518) 473-0018
www.nysed.gov/cn/cnms.htm

Paula Tyner Doyle, Coordinator
Sandra Sheedy, SFPS 4

Jeanne Day, Senior Auditor
Wadler St. Jean, Auditor Trainee

America Sotomayor, Support Staff
Susan Larkin, Support Staff
Jacquelyn Bolon, Support Staff
Keith Quenneville, Support Staff
Eleana Lopez, Support Staff

Team 1 & 2
Raemie Swain, SFPS 3

Tara Webster, SFPS 2
Kristin Junco, Erin Putnam

Meghan Usher, SFPS 2
Sarah Leavitt, Elaine Reynolds

Counties: Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Essex, Fulton, Genesee, Herkimer, Madison, Manhattan, Nassau, NYCDOE, Oneida, Onondaga, Orleans, Oswego, Putnam, Queens, Rensselaer, Rockland, Schuyler, Seneca, St. Lawrence, Schenectady, Tioga, Washington, Wayne, Westchester and Wyoming.

Team 3
Jamie McMillian, SFPS 3

Todd Bradshaw, SFPS 2
MaryBeth Sotir , Kristin Ricciardi

Michele Beaver, SFPS 2
Cheryl Nary, Eric Maryzak

Counties: Allegany, Bronx, Cayuga, Dutchess, Erie, Franklin, Greene, Hamilton, Livingston, Montgomery, Otsego, Richmond, Saratoga, Suffolk, Tompkins, Warren and Yates.

Team 4
Jenni Knapp, SFPS 3

Linda St. Pierre, SFSP 2
Ashlene Regis Koudoagbo, Suzanne MacKay,

Barbara St. Louis, SFSP 2
Linda Snyder, Stacy Stenglein

Counties: Albany, Jefferson, Kings, Lewis, Monroe, Niagara, Ontario, Orange, Schoharie, Steuben, Sullivan and Ulster.

SUMMER FOOD SERVICE PROGRAM
(518) 486-1086 Fax (518) 474-9920

Kimberly Vumbaco, SFPS 3

Monica Lasher, SFPS 2
Steve Hanson, Michelle Crawford

Kylie Smith, SFPS 2
Marisa Hutson, Meghan Taney

Serving all counties
(518) 486-1086 Keith Quenneville - Support Staff

6/26/15

Date Withdrew_____ F ____R _____D_____

2015-2016 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and return it to **Kim Corcoran, Unatego Central School** Call **607-988-5035**, if you need help. Additional names may be listed on a separate paper.

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

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

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)

A. **Child Income** – Sometimes children in the household earn income. Please include TOTAL income earned by all Household Members listed in step 1 here.

$ ☐☐☐☐ **How often?**

Weekly	Bi-Weekly	2X Month	Monthly
○	○	○	○

B. All Adult Household Members (including yourself)
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 ***Amount / How Often***	Child Support, Alimony ***Amount / How Often***	Pensions, Retirement Payments ***Amount / How Often***	Other Income, Social Security ***Amount / How Often***	No Income
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐
	$ _____ / _____	$ _____ / _____	$ _____ / _____	$ _____ / _____	☐

Total Household Members (Children and Adults)

☐☐

4. Signature: An adult household member must sign this application and provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before it can be approved.
I certify (promise) that all of 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: _____ **Last Four Digits of Social Security Number:** XXX-XX-__ __ __ __
Home Phone: _____ Work Phone: _____ Home Address: _____

I do not have a SS# ☐

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, submit a Free Meals/Milk Eligibility Letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return the application to **Kim Corcoran**. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help: **607-988-5035**. 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).

PART 2 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

(1) List a current Food Stamp, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. 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 food stamp case number, TANF or FDPIR number.

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) 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 food stamp, TANF or FDPIR number, a social security number is not needed.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order 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.

PRIVACY ACT STATEMENT

Privacy Act Statement: This explains how we will use the information you give us.
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, 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 adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, 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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).
USDA is an equal opportunity employer.

Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **Unatego Central School** offers healthy meals every school day. Breakfast costs **Pre K – 12 $.75**; lunch costs **Pre K – 5 $1.85 and 6 – 12 $1.95**. Your children may qualify for free meals or for reduced price meals. Reduced price is **$0.25** for breakfast and **$0.25** for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Kim Corcoran, 2641 State Hwy Otego, NY 13825, 607-988-5035.**
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. **Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.**
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call **Dr. David Richards, 2641 State Hwy Otego, NY 13825, 607-988-5038.**
5. 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 Eligibility Income Chart, shown on this application.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **607-988-5035** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first 30 days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC <u>may</u> be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing **Nick Rosas, 2641 State Hwy Otego, NY 13825, 607-988-5091.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. 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) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

2015-2016 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

REDUCED PRICE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	$ 21,775	$ 1,815	$ 908	$ 838	$ 419
2	$ 29,471	$ 2,456	$ 1,228	$ 1,134	$ 567
3	$ 37,167	$ 3,098	$ 1,549	$ 1,430	$ 715
4	$ 44,863	$ 3,739	$ 1,870	$ 1,726	$ 863
5	$ 52,559	$ 4,380	$ 2,190	$ 2,022	$ 1,011
6	$ 60,255	$ 5,022	$ 2,511	$ 2,318	$ 1,159
7	$ 67,951	$ 5,663	$ 2,832	$ 2,614	$ 1,307
8	$ 75,647	$ 6,304	$ 3,152	$ 2,910	$ 1,455
*Each Add'l person add	$ 7,696	$ 642	$ 321	$ 296	$ 148

How to Apply: To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals received from the NYS Education Department, OR carefully complete one application for your household and return it to the designated office. If you now receive SNAP, 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 case number and the signature of an adult household member. All children should be listed on the same application. 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 the last four digits of that adult's social security number, or check the box 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.

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 SNAP.

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.

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

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity 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.

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, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

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,
Kim Corcoran

	DCMO BOCES BREAD BID #2015-117	UNATEGO	BIMBO	BIMBO BID TOTALS	ALTERNATE UOM
	UNATEGO ANALYSIS				
BOCES #	Loaves, Rolls & Buns	EST QTY			
WG7024	Bread Loaves - Whole White Wheat, min 51% whole grain, Friehoffer #3239 or equal, 1 oz/slice min / pullman style, 26 usable slices/loaf, 26 oz per loaf	650	$1.50	$975.00	24oz 22usable Item # 3239
WG7027	Bread Loaves - 100% Whole wheat, .91 oz/slice min, round top, Friehoffer #6053 or equal, 20 oz/loaf, 22 slices/loaf	400	$1.50	$600.00	24oz 22usable Item # 6377
WG7034	Buns - Hotdog, White Wheat roll, 51% Whole Grain min, sliced, Freihofer #5196 or equal, 28 oz weight - 16 pk	360	$2.05	$738.00	32oz 16pack Item # 5196
WG7036	Rolls - Kaiser/Sandwich, 51% Whole Grain min, sliced, 24 oz weight, Friefhoffer #3242 or equal - 12 pk	150	$1.70	$255.00	24oz 12pack Item # 3242
WG7041	Buns - 4 Inch Hamburger, 51% whole grain min, 30 oz weight, sliced, Friehoffer #F5198 or equal - 16 pk	2,800	$2.05	$5,740.00	32oz 16pack Item # 5198
WG7044	Rolls - Italian sub roll, 6 inch, 51% whole grain min, Freihofer #2649 or equal, 2 oz each, 6 ct bags, 12 oz weight	600	$1.60	$960.00	12oz 6pack Item # 6375
WG7046	Rolls - Dinner style, Whole Wheat, 51% whole grain min, 14 oz wt, Friehofer or equal - 12/pk	360	$1.40	$504.00	14oz 12pack Item # 7268
7031	Bread Loaves - Pullman Rye Bread, UNSEEDED, 26 usable slices/loaf, Stroehmann #2094 or equal	150	$1.75	$262.50	24oz 24usable Item # 6305
6	**GRAND TOTAL**			**$10,034.50**	
Building #1		Unadilla Elem @ 265 Main, Unadilla, ny 13841			
Building #2		Otego Elem @ 353 Main, Otego, NY 13825			
Building #3		MS/HS @ 2641 St. HWY 7, Otego, NY 13825			
Earliest Delivery Time		7:00:00 AM			
Latest Delivery Time		10:00:00 AM			
OTHER NOTES:		TUESDAY DELIVERY			

CODE OF CONDUCT

Unatego Central School District

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Code of Conduct

I. Introduction

The board of education ("board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this code, the following definitions apply.

"Disruptive student" means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity. School function: Education Law 2801 has a different definition "School function shall mean a school-sponsored or school-authorized extra-curricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state."

"Violent student" means a student who:

1. Commits an act of violence upon a school employee.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
3. Possesses, while on school property or at a school function, a firearm or weapon.
4. Displays, while on school property or at a school function, what appears to be a firearm or weapon.
5. Threatens while on school property or at a school function, to use a firearm or weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

Violent Student is defined under Education Law Section 3214 (2-1)(a). Please consider using that exact definition. "A violent student is an elementary or secondary student who:

(1) commits an act of violence upon a teacher, administrator or other school employee;

(2) commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;

(3) possesses, while on school district property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death;

(4) displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;

(5) threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death;

(6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property; or

(7) knowingly and intentionally damages or destroys school district property."

"Firearm" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act.

"Weapon" means any other gun, BB gun, air gun, spring gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, any type of knife, bill club, sling shot, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, any star, any type of martial arts instrument, electronic stun gun, pepper spray, mace or other noxious spray, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

"Plagiarism" means the use or close imitation of the language and ideas of another author and representation of them as one's own original work. This includes copying from electronic sources (from the World Wide Web), even with minor alterations.

III. Student Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. The best education that the Unatego Central School District can provide.
2. An educational climate where the well-being of students is the primary concern.
3. Take part in all district activities on an equal basis regardless of race, color, creed, age, political affiliation, use of a recognized guide dog, hearing dog or service dog, creed, national origin, religion, gender or sexual orientation or disability.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
5. Seek help in solving problems that might lead to discipline within the resources of the school.
6. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
7. Have his/her student records available for inspection by his parents or guardian upon request, or by the student, if 18 years or older.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Dress appropriately for school and school functions and in accordance with the Student dress code.
7. Accept responsibility for their actions.
8. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Students will be supported in their responsibilities to:

1. Work to develop mechanisms to control their anger.
2. Ask questions when they do not understand.
3. Seek help in solving problems that might lead to discipline.

IV. Essential Partners

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Encourage and support students to work to develop mechanisms to control their anger.
14. Encourage and support students to ask questions when they do not understand.
15. Encourage and support students to seek help in solving problems that might lead to discipline.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
    a. Course objectives and requirements
    b. Marking/grading procedures
    c. Assignment deadlines
    d. Expectations for students
    e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Encourage and support students to work to develop mechanisms to control their anger.
8. Encourage and support students to ask questions when they do not understand.
9. Encourage and support students to seek help in solving problems that might lead to discipline.

C. Support Staff

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
3. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Encourage and support students to work to develop mechanisms to control their anger.
6. Encourage and support students to ask questions when they do not understand.
7. Encourage and support students to seek help in solving problems that might lead to discipline.

D. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Encourage and support students to work to develop mechanisms to control their anger.
7. Encourage and support students to ask questions when they do not understand.
8. Encourage and support students to seek help in solving problems that might lead to discipline.

E. School Psychologist

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity that will strengthen the students' self-concept and promote confidence to learn.
3. Assist students in identifying obstacles to academic achievement through recognized diagnostic techniques.
4. Support and encourage students in addressing these obstacles through collaboration with parents, staff and outside service providers.
5. Assist staff in accommodating students' cognitive abilities, learning styles, emotional and behavioral needs in the classroom.
6. Disseminate information to parents and staff on relevant child development trends and research.
7. Encourage and support students to develop mechanisms to control their anger.
8. Encourage and support students to ask questions when they do not understand.
9. Encourage and support students to seek help in solving problems that might lead to discipline.

F. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Encourage and support students to work to develop mechanisms to control their anger.
7. Encourage and support students to ask questions when they do not understand.
8. Encourage and support students to seek help in solving problems that might lead to discipline.

G. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Encourage and support students to work to develop mechanisms to control their anger.
7. Encourage and support students to ask questions when they do not understand.
8. Encourage and support students to seek help in solving problems that might lead to discipline.

H. Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.
4. Encourage and support students to work to develop mechanisms to control their anger.
5. Encourage and support students to ask questions when they do not understand.
6. Encourage and support students to seek help in solving problems that might lead to discipline.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. This dress code, while directed specifically at students, will be in force for all members of the school community. This includes school staff, visitors, parents, or anyone conducting business at the school.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up nails clothing, notebooks, and personal property, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter-tops, plunging necklines (front and/or back) and see-through garments and bare midriffs are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, age, political affiliation, gender, sexual orientation, use of a recognized guide dog, hearing dog or service dog, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Shorts and skirts must be at least mid-thigh in length.
8. Headgear will be stored in a student's locker during the school day ",except for medical or religious purposes or on days authorized by a building principal for school spirit day, or other approved events."
9. Clothing, jewelry, accessories and manor of grooming, by virtue of its color, arrangement, trademark or other attribute is reasonably perceived or intended to intimidate, threaten, incite violence, reflect gang affiliations or membership in a group that advocates drug use or other illegal or violent activity.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. Prohibited Student Conduct

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The board of education believes that each student can reasonably be expected to be responsible for his/her own behavior.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be disciplined for violations of the School District polices and the Code of Conduct when there is a connection to or impact, effect on school student personnel, school activities, school functions or school property; whether the behavior is off campus and/or on a non school day.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. "Engaging in any act which disrupts the normal operation of the school community, including but not limited to running in hallways…"., making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.

2. Obstructing vehicular or pedestrian traffic.
3. Engaging in any willful act, which disrupts the normal operation of the school community.
4. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
6. Public displays of affection. _ 8 to:

Inappropriate or Overt public displays of affection; including but not limited to sitting on laps, groping, kissing, etc. If a student has a question as to what is appropriate, he or she may discuss it with an administrator. Appropriate public displays of affection; a hug or a kiss between a student and a parent or guardian is not prohibited.

7. fighting, assaulting or behaving violently,
8. Threatening another with bodily harm.
9 Harassment, illegal discrimination, bullying, or intimidating students or school personnel.
10 Being untruthful with school personnel or making false reports.

11. Possessing electronic devices such as but not limited to-: video/audio players, recorders, remote controls electronic games, beepers, pagers and cell phones.
12. Driving recklessly.
13. Bringing or possessing a firearm or weapon.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators, or other District employees (including but not limited to bus drivers, bus monitors and bus aides) and Law enforcement officers in charge of students or otherwise demonstrating disrespect. Lateness for, missing or leaving school or class without permission.
2. Skipping any assigned disciplinary action.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other District personnel or otherwise demonstrating disrespect.
2. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per District Code of Conduct.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing, threatening or attempting an act of violence (such as hitting, kicking, biting, spitting, punching, and scratching upon a teacher, administrator or other District employee or attempting to do so).
2. Committing, threatening or attempting an act of violence (such as hitting, biting, spitting, kicking, punching, and scratching upon another student or any other person lawfully on District property or attempting to do so).
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
4. Displaying what appears to be a weapon or dangerous instrument.
5. Threaten to use a weapon or any instrument that appears capable of causing physical injury or death while on school property.

6. Intentionally damaging or destroying school district property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.

7. Communication by any means, including oral, written or electronic (such as through the _Internet or e-mail) on or off school property, where the content of such communication (a) can reasonable be interpreted as a threat to commit an act of violence on or off school property; or, (b) results in material or substantial disruption to the educational environment.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:

1. Lying, deceiving or giving false information to District personnel.
2. Stealing District property or the property of other students, District personnel or any other person lawfully on District property or attending a District function.
3. Defamation, which includes making false or un-privileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
4. Discrimination, which includes the use of race, age, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Sexual Harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
7. Bullying and Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
8. "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, e-mail, Web sites, chat rooms, text messaging or any other type of technology, when such use interferes with the operation of the school; infringes upon the general health, safety and welfare of students or employees.
9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
10. Selling, using or possessing obscene material.
11. Using vulgar or abusive language, cursing or swearing.
12. Possession of tobacco products, lighters or matches, smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
13. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal substances, or being under the influence of any of these. Or possessing any instruments for the use of such drugs, controlled substances or marijuana such as a pipe, syringe, or other paraphernalia.
14. A Student who is aware of potentially dangerous activity, a weapon, explosive, alcohol or illegal substance on school property or at a school function or observes a person possessing a weapon, alcohol or illegal substance on school property or at a school function and who fails report this information immediately.

"Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, controlled substances, look-alike drugs, and any substances commonly referred to as "designer drugs."
Excepted is any drug taken in accordance with a current prescription signed by a physician, which is to be taken by that particular student at the time in question in the presence of health office personnel.

15. Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.

16. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
17. Gambling and gaming.
18. Inappropriate touching and/or indecent exposure.
19. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
20. Violating gender privacy when using school restroom facilities.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Tardiness.
6. Missing or leaving school or class without permission or excuse.
7. Assisting another student in any of the above actions.

H. Use of Electronic Devices

The Board recognizes that while carrying electronic devices can be a safety measure for staff and students alike, problems arise when the inappropriate or unauthorized use of electronic devices interferes with the school's ability to maintain control in the school environment, giving rise to security as well as educational concerns.

Students are prohibited from using or having on, or in any operational mode, any paging device, mobile telephone, cellular telephone, laser pointer or pen, or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in conjunction with a class assignment or for instructional purposes. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner that invades the privacy of students, employees, volunteers or visitors. Administrators may grant exceptions for medical or other sufficient reason on a case-by-case basis. Students who violate this policy are subject to discipline in accordance with the District's Code of Conduct and confiscation of devices

The school is not responsible for items lost or stolen.

VII. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student who is aware of potentially dangerous activity, a weapon, explosive, alcohol or illegal substance on school property or at a school function or observes a person possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

If time in reporting is not an immediate concern, a student who is concerned about a possible violent action may use the confidential reporting toll free phone line. This phone line is not for reporting an immediate threat; such calls should be made to 911. The toll free confidential line is for concerns about potential violent or dangerous actions. The toll-free line number is 1-866-535-5599 and rings into an answering machine at Troop C of the New York State Police.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VIII. Disciplinary Consequences, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances, which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is a manifestation of his/her disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students

with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Consequences

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Time Out – any member of the district staff.
3. Written warning , athletic director, guidance counselors, teachers, principal, superintendent
4. Written notification to parent , athletic director, guidance counselors, teachers, principal, superintendent
5. Detention – teachers, principal, superintendent
6. Suspension from transportation – director of transportation, principal, superintendent
7. Suspension from athletic participation – athletic director, principal, superintendent
8. Suspension from social or extracurricular activities – principal, superintendent
9. Suspension of other privileges – principal, superintendent
10. In-school suspension – principal, superintendent
11. Removal from classroom by teacher – teachers, principal
12. Probation, involuntary transfer, restitution for property damage and Reprimand.
13. Short-term (five days or less) suspension from school –principal, superintendent, board of education
14. Long-term (more than five days) suspension from school- superintendent, board of education
15. Permanent suspension from school – superintendent, board of education.

Student may also be required to participate in appropriate evaluations, counseling, and behavior intervention plans or contracts to address behavior issues.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. After School Detention

   Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In-school instruction

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of con-duct violation in "in-school suspension." In-school instruction will be provided by a licensed teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher disciplinary removal of disruptive students:

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student to the principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness

to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

The law authorizes teachers to remove only "disruptive" students. The removal authority does not apply to "violent" students. Instead, teachers musty immediately report and refer a violent student to the principal or superintendent for a violation of the code of conduct and a minimum suspension period.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the disciplinary form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The teacher who ordered the removal may be required to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No

student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of

communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and

well being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring onto school property or possess while on school property a firearm or weapon:

   Any student, other than a student with a disability, found guilty of bringing to or possessing a firearm or weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the principal or superintendent may consider the following:

   1. The student's age.
   2. The student's grade in school.
   3. The student's prior disciplinary record.
   4. The superintendent's or principal's belief that other forms of discipline may be more effective.
   5. Input from parents, teachers and/or others.
   6. Other extenuating circumstances.

   A student with a disability may be suspended only in accordance with the requirements of state and federal law. (Reference Section X)

2. Students who commit violent acts other than bringing to or possessing a firearm or weapon to school.

   Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a firearm or weapon onto school property, shall be subject to at least a principal's suspension with possible referral to superintendent's hearing, providing that the principal may reduce the sanction based on extenuating circumstances. If the proposed suspension is up to five days the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The principal or superintendent has the authority to modify the suspension on a case-by-case basis. In deciding whether to modify the penalty, the principal or superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon. In deciding whether to modify the penalty, the principal or superintendent may consider the following:

   1. The student's age.
   2. The student's grade in school.
   3. The student's prior disciplinary record.
   4. The superintendent's or principal's belief that other forms of discipline may be more effective.
   5. Input from parents, teachers and/or others.
   6. Other extenuating circumstances.

   A student with a disability may be suspended only in accordance with the requirements of state and federal law. (Reference Section X)

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.

   Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for up to five days with the possibility of referral to a Superintendent's Hearing. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

   The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

   The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

   a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
   b. Engaging in an ongoing or continual course of conduct, which makes the student ungovernable, or habitually disobedient, and beyond the lawful control of the school.
   c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

   The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

   a. Any student under the age of 16 who is found to have brought a weapon to school, or
   b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

   The superintendent is required to refer student's age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

X. Discipline of Students with Disabilities

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

   A "suspension" means a suspension pursuant to Education Law § 3214.

   A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An "IAES" means a temporary educational placement, for a period of up to 45 school days, as determined by the CSE, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. A student who is placed in an IAES shall: 1) continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP; and 2) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that re are designed to address the behavior violation so that it does not occur. A student who has inflicted serious bodily injury, upon another person while at school, on school premises or at school function under the jurisdiction of the education agency may be removed to an IAES, regardless of any manifestation determination.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
   a. The board, the district superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
   b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a)

above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function or has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the district's supervision. A student may be placed in an IAES on grounds of dangerousness and for misconduct relating to the infliction of serious bodily injury, weapons, illegal drugs or controlled substance even if the behavior triggering the placement was a manifestation of the student's disability.

1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 ½ inches in length."

2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
   a. for more than 10 consecutive school days; or
   b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

   However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

The determination whether a suspension construes a disciplinary change of placement based on a pattern of removals is made on a case by case basis, depending on the student, the particular facts and is subject to review.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

A manifestation determination consists of a review of the relationship of a student's disability and the behavior that is the subject of the disciplinary action. The manifestation teams shall review if the behavior was:

Caused by or a had a direct and substantial relationship to the student's disability or
The direct result of the school district's failure to implement the student's IEP.

The review must be based upon all relevant information in the student's file; including the IEP, teacher's' observation, and relevant information provided by the student's parents or guardians.

The manifestation team must consist of the following (**at a minimum**):

A school district representative, who is knowledgeable about the student and the interpretation of information about child behavior, the student's parent, and relevant members of the CSE.

The Manifestation team **may have the same members as the CSE.**

1. The district's Committee on Special Education shall:
   a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

      If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

If the manifestation team determines that conduct of a student was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the school district's failure to implement the IEP, than the CSE must conduct a functional behavioral assessment and implement a behavioral intervention plan for the student and, except for removals for drugs, weapons, or serious bodily injury, the student must be returned to the placement from which the student was removed, unless the parent and school agree to a change of placement as part of a modification of the behavioral intervention plan.

2. The Manifestation Team shall:

a. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

b. Make sure that the parent receive written notification before any manifestation team meeting to ensure that the parent has an opportunity to attend. The notification must inform the parent of the purpose of the meeting, the names of the individuals expected to attend and the parent's right to have relevant members of the CSE participate at the parent's request.

c Review all relevant information in the student's file including the IEP, any teacher observations, and any relevant information provided by the parents.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
   a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
   b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, if either:
      (1) the parent of the student has not allowed an evaluation of the student pursuant to 8 NYCRR 200.4; or

      (2) the parent of the student has refused services; or

      (3) it was determined that the student is not a student with a disability pursuant to 8 NYCRR 200.4 or 200.16." This is the correct language under 8 NYCRR 201.5.

"If there is determination that the School had knowledge that the student was a student with a disability before the behavior subject of the disciplinary action, then the

student is a "student presumed to have a disability for discipline purposes" and must be treated as such.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

4. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

5. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

6. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

7. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

8. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
   a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the

pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
   1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
   2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. "The school district shall arrange the expedited due process hearing according to the following time period, unless the parent and school district agree in writing to waive the resolution meeting or agree to use mediation:

(i) A resolution meeting shall occur within seven days of receiving notice of the due process complaint.

(ii) The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the due process complaint.

(iii) The expedited due process hearing shall occur within 20 school days of the date the complaint requesting the hearing is filed.

(iv) The impartial hearing officer shall make a determination within 10 school days after the hearing." This is under 8 NYCRR 201.11.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

XI. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XII. Student Searches and Interrogations

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, district administrators, the school nurse with the authority of the building principal and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to volunteer if he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name and grade of student searched.
2. Reasons for the search.
3. Witnesses, if any, to the search.
4. Time and location of search.
5. Results of search (that is, what items(s) were found).
6. Time, manner and results of parental notification.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

C. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.
4. When the search is of a person placed under arrest and the search is incidental to arrest as normal police procedures require.

Under most circumstances, before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent or legal guardian to give the parent or legal guardian of the student the opportunity to be present during the police questioning or search. If the student's parent or legal guardian cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, in most circumstances. It is understood that certain circumstances require immediate action be taken by law enforcement and in such cases, if a parent or legal guardian cannot be contacted, the building principal or designee or superintendent may deem it necessary to proceed with the law enforcement request. The principal or designee or superintendent will also be present during any police questioning or search of a student on school property or at a school function, with the possible exception of a search conducted incidental to arrest. It is further understood that certain events may take place where criminal acts are being committed and there is immediate danger of physical injury to others as a result of these actions and law enforcement must be allowed to act unimpeded to stop the acts being committed. Further, law enforcement officials observing criminal acts taking place shall be able to operate as they normally would in any other location.

We have a FORM for law enforcement officers to sign for this.
When police have properly entered the school and desire to interview students in the school, the students must be afforded the same rights they have outside the school. The police will inform them (students) of those rights.

D. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent. We have a FORM for this.

XIII. Visitors to the Schools

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must be registered at the front door upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must sign-out before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

XIV. Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XV. Dissemination and Review

A. Dissemination of Code of Conduct

The board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.
7. Making it available on the district website.

The board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The board of education will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

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DIGNITY FOR ALL STUDENTS ACT

The Dignity for All Students Act (Dignity Act) was signed into law by Governor David A. Paterson on September 13, 2010. This legislation amended New York State Education Law by creating a new Article 2 — *Dignity for All Students.* The intent of Dignity Act is to provide all public school students with an environment free from discrimination and harassment, including bullying, taunting or intimidation, as well as foster civility in public schools. The Dignity Act takes effect on July 1, 2012. The law now includes Cyber-bullying as of July 1, 2013.

Harassment

The Dignity Act defines harassment as the creation of a hostile environment by conduct, verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities of benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse based on a person's actual or perceived:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity

Bullying

Bullying has been described as unwanted, aggressive behavior among school-aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Bullying can occur before and after school hours, in a school building or places like playground or bus, while a child is traveling to or from school, or on the Internet. Children who are bullied and those who bully others could have serious, lasting problems. Additionally, bullying generally involves the following characteristics:

- An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- The Intent to Cause Harm: The person bullying has a goal of causing harm.
- Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.
- Examples of bullying include, but are not limited to:
  - Verbal: Name-calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.
  - Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
  - Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.

http://www.stopbullying.gov/what-is-bullying/definition/index.html

Unatego Central School District Bullying Prevention

The Unatego Central School District Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinators

Otego Elementary School
Mrs. Marilyn Klie, *Principal*
mklie@unatego.stier.org

Unadilla Elementary School
Mrs. Katherine Mazourek, *Principal*
kmazourek@unatego.stier.org

Middle School
Mrs. Patricia Hoyt, *MS Principal*
phoyt@unatego.stier.org

High School
Ms. Julie Lambiaso, *HS Principal*
jlambiaso@unatego.stier.org

Amended and Approved: July 13, 2015

DELAWARE COUNTY PUBLIC HEALTH SERVICES
4410 PRESCHOOL SERVICE PROVIDER CONTRACT

AGREEMENT BETWEEN

UNATEGO CENTRAL SCHOOL DISTRICT
2641 STATE HIGHWAY 7
OTEGO, NY 13825

AND

DELAWARE COUNTY PUBLIC HEALTH SERVICES
PRESCHOOL SPECIAL EDUCATION PROGRAM
99 MAIN STREET, DELHI, NY 13753

This contract, by and between the MUNICIPALITY OF DELAWARE COUNTY, hereinafter referred to as the MUNICIPALITY, acting by and through Delaware County Public Health Services, having its office at 99 Main Street, Delhi, New York, and **Unatego Central School District**, hereinafter referred to as PROVIDER and/or EVALUATOR having its office at **2641 State Highway 7, Otego, NY 13825**, is for the provision of services to preschool children with disabilities pursuant to section 4410 of the New York State Education Law.

WHEREAS, **'MUNICIPALITY'** shall mean the county outside the City of New York or the City of New York in the case of a county contained within the city of New York; and

WHEREAS, **'BOARD'** shall mean:

A. a board of education as defined in section two of the New York State Education Law; or

B. trustees of a common school district as defined in section 1601 of the New York State Education Law; and

WHEREAS, **'COMMISSIONER'** shall mean the Commissioner of Education of the State of New York, and

WHEREAS, **'EVALUATOR'** shall mean a program approved by the Commissioner of Education pursuant to section 4410 of the Education Law, with a multi disciplinary evaluation component as defined in section 200.1 (aa); and

WHEREAS, the **'PROVIDER'** has been approved by the COMMISSIONER to provide special education services in accordance with Section 4410 of the New York State Education Law and Part 200 of the Regulations of the COMMISSIONER; and

WHEREAS, the PROVIDER warrants that it can meet the needs of children with disabilities placed in its approved program under section 4410 of the New York State Education Law and in compliance with Part 200 of the Regulations of the Commissioner, and shall comply with all applicable federal, state and local laws; and

WHEREAS, the MUNICIPALITY shall provide either directly or by contract such eligible preschoolers with a multi disciplinary evaluation as initiated by a committee on special education with parental/legal guardian consent pursuant to 8 NYCRR 200.16 (c) (1) and (2) pursuant to Section 4410 of said act to determine the child's eligibility for services; and

WHEREAS, the MUNICIPALITY shall provide either directly or by contract for suitable transportation to and from the PROVIDER'S program, in accordance with section 4410 of the New York State Education Law and Part 200 of Regulations of the COMMISSIONER; and

WHEREAS, Section 4410 of the New York State Education Law requires a contract, in a form approved by the COMMISSIONER, between the MUNICIPALITY and the PROVIDER of the approved program selected by the BOARD.

NOW, THEREFORE, in order to make available those services to preschoolers with special needs placed under Section 4410 of the New York State Education Law as determined by the BOARD, the parties hereto mutually agree as follows:

1. The PROVIDER and EVALUATOR agree to comply with all applicable MUNICIPALITY policies, federal, state and local statutes, rules and regulations.

2. The EVALUATOR shall provide appropriate, comprehensive, functional, multi disciplinary evaluations assessing the preschooler as defined in 8 NYCRR 200.4(b). In addition, with consent of the parent/legal guardian, approved evaluators and committees shall be provided with the most recent report for a child in transition from programs and services provided pursuant to Title 2(a) of Article 25 of the Public Health Law.

3. The EVALUATOR shall complete an initial evaluation using a variety of assessment tools and strategies, including information provided by the parent, to gather relevant functional, developmental and academic information. Eligibility shall be based on developmental delays in one or more of the following developmental domains: cognitive development; physical development; including vision and hearing; communication development; social-emotional development; and adaptive development or a diagnosed condition with a high probability of developmental delay as per 8 NYCRR Part 200.1(mm). The EVALUATOR shall obtain parental/legal guardian consent to perform the evaluation prior to initiating the evaluation procedures. The EVALUATOR shall receive written authorization from the School District.

4. The EVALUATOR shall complete the requested evaluation and prepare a report and written summary within a sufficient time frame to hold the CPSE meeting within 60 days of the receipt of the consent as defined in 8 NYCRR 200.16 (2). The summary report shall include a detailed statement of the preschool student's individual needs, if any. The summary report shall not include a recommendation as to the general type, frequency, location and duration of special education services and programs that should be provided; shall not address the manner in which the preschool student can be provided with instruction or related services in the least restrictive environment; and shall not make reference to any specific provider of special services or programs.

5. The EVALUATOR shall send a copy of the Preschool Student Evaluation Summary Report and full evaluation and other assessments to the MUNICIPALITY prior to the scheduled CPSE meeting. The evaluation shall contain the identification of the persons performing the evaluation, a description of the

LINKS 17 Planning Team Information

District: Unatego **Team Facilitator:** Kim Trask

The teams should be from 7-13 members. Suggested team membership includes: building principals (2), counselors (1), elementary tea special education (2-3), middle school teachers – general and special education (2-3), and high school teachers – general and special ed

Team Members:

	Name	Grade Level/Role in District	Home Address (needed only if your team is attending at Unadilla Valley CSD) We need this info to be able to send participants confirmation letters
1.	Tracey Robinson	K	4 Cleveland Street, Oneonta, NY 13820
2.	Phyllis Blincoe	Elem Art	1891 County Highway 35, Mt Upton, NY 13809
3.	Marcy Anderson	3rd	238 Main Street, Otego, NY 13825
4.	Darlene Wong	AIS	1101 Mill Creek Road, Otego, NY 13825
5.	Anne Nelson	8th History	PO Box 157, Otego, NY 18325
6.	Kim Trask	MS Spec. Ed	4 Parish Avenue, Oneonta, NY 18320
7.	Laura Butcher	HS Counselor	3 Hillside Avenue, Bainbridge, NY 13733
8.	Jeanne Butler	11th English	2040 State Highway 7, Unadilla, 13849
9.	Marilyn Klie	K-2 Principal	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
10.	Katherine Mazourek	3-5 Principal	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
11.	Patti Hoyt	MS Principal	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
12.	Julie Lambiaso	HS Principal	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
13.	David Richards	Superintendent	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
14.	Gary Williams	Special Ed director	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
15.	Richard Downey	Community/BOE	Unatego Central School, District Office, 2641 State Highway 7, Otego NY 13825
16.	Cathi Nardi	Parent	1 Otsdawa Avenue, Otego, NY 13825
17.	Mike Carson	Parent	268 Main Street, Otego, NY 13825

Please choose one: ☐ August 4, 5 & 6 at Unadilla Valley CS / or ☐ August 4 / or ☐ Augus

Superintendent's Signature _____

Please return to Bonnie Bartle, ISS, via BOCES daily van delivery by June 26, 2015

assessment and conditions, the child's response, and score that was used, and an explanation of these scores.

6. The PROVIDER shall provide appropriate services for children with disabilities placed by the BOARD to attend the PROVIDER'S program. The PROVIDER shall provide all services listed on the child's Individualized Education Plan. Services must be provided at the frequency and duration indicated on the IEP. The PROVIDER shall provide such services for that part of the school year for which children are placed by the BOARD. The school year is hereby defined as a July/August session from July 1 through August 31 and/or September/June session from September 1 through June 30.

7. The PROVIDER shall be responsible for the delivery of appropriate services, including the training and/or retaining of direct service staff employed by the PROVIDER. If the PROVIDER requires specific training in order to service a child, the PROVIDER will be responsible for obtaining said training.

8. The PROVIDER will maintain the standards set forth under section 200.20 of the Regulations of the Commissioner to preserve its status as an approved school for the education of children with disabilities. It is understood and agreed by the parties that failure to do so shall render this Contract void, in which case the PROVIDER shall be entitled to no compensation for the portion of the school year in which such approval ceases to be maintained and shall reimburse the MUNICIPALITY any amounts already received for that portion of such school year.

9. The PROVIDER shall make available professional licenses, certificates of qualifications, report of direct staff, continuing education/training, and medical evaluations including immunizations as requested by the MUNICIPALITY.

10. The PROVIDER and EVALUATOR agrees to maintain all education records for the period set forth in the State Regulations. All records shall be subject at all reasonable times to inspection, review or audit by the MUNICIPALITY, the State of New York, Federal and other personnel duly authorized by the MUNICIPALITY. These records will be maintained for the period set forth in the state regulations.

11. The PROVIDER shall complete Appendix A-1, Statement of Reassignment, and Appendix A-2, Provider Agreement; and agrees to maintain all documentation necessary to support the MUNICIPALITY'S claims to Medicaid and further agrees not to bill Medicaid directly for any services provided under this contract. The PROVIDER will ensure that all services are provided by a Medicaid qualified clinician or will ensure that all supervision/direction criteria are met as indicated in Appendix B, Under the direction of and Under the Supervision of.

12. The PROVIDER shall maintain communication with the MUNICIPALITY via phone and email. The PROVIDER shall maintain a phone line with an out going message that is of a professional nature and shall return phone messages within a reasonable time frame. The PROVIDER shall maintain an email account that will be checked regularly. Email communication shall not contain any client specific information.

REIMBURSEMENT PROCESS

1. All financial arrangements for services under this Contract shall be between the MUNICIPALITY and PROVIDER. The MUNICIPALITY, in accordance with the provisions of this Contract, shall reimburse the PROVIDER for expenditures made for contracted services as follows:

2. Such payments shall be at the rates approved for tuition and evaluations established by the COMMISSIONER and certified by the Director of the Budget of the State of New York. Where the enrollment for a child is for periods of less then the full July/August session or September/June session, the payment shall be prorated by the COMMISSIONER pursuant to the Regulations of the COMMISSIONER.

3. The PROVIDER and EVALUATOR shall submit an invoice to the MUNICIPALITY for services rendered one complete calendar month at a time. Invoices shall be submitted no later than fifteen (15) days after the end of the month in which services occurred.

   A. All invoices for tuition reimbursement must be accompanied by attendance logs and therapy session notes. All applicable CPT codes for services provided must be submitted with the invoice for payment. CPT codes can be on the invoice itself or on each individual session note.

   B. All invoices for evaluations must be accompanied by a complete evaluation report. All applicable CPT codes for the evaluation must be submitted with the invoice for payment. CPT codes can be on the invoice itself or may be contained within the evaluation report.

4. In the event of notification by the COMMISSIONER of an official rate change, the PROVIDER shall submit a voucher to the MUNICIPALITY for any additional payment due to a rate increase or shall notify the MUNICIPALITY of any refund owed to a rate decrease. Such voucher or notice shall be submitted not more than thirty (30) days after official notification.

5. No parent or any other person shall be required or requested to make any payment for tuition, evaluations, or transportation, in addition to the payments made by the MUNICIPALITY pursuant to this Contract.

6. The MUNICIPALITY shall have no Liability under this contract to the PROVIDER or to anyone else beyond the allowable rates set by the New York State Department of Education for this contract.

7. The MUNICIPALITY shall not be obligated to pay any bills submitted more than three (3) months after the services were rendered unless notification is received from the New York State Department of Education indicating a rate change for services previously rendered.

RECORDS MANAGEMENT

1. Individual child records pursuant to the contract shall be kept and maintained in a confidential manner incompliance with all applicable laws, regulations and guidelines of Federal, State and local governments and their agencies, including requirements that apply to professions licensed, registered, or certified under State Education Law.

2. The PROVIDER shall continue to maintain the confidentiality of individual case records and safeguard such records against destruction, as set forth above, after termination of this contract or any

subsequent contracts, until final disposition of such case records is made in accordance with all applicable laws, regulations and guidelines.

3. At a minimum, the PROVIDER shall preserve and retain all records for each child under this contract in readily accessible form during the term of this Contract for a period of at least six (6) years from the date that care, services, or supplies were provided to the child and family. Records must be retained as required by all applicable laws, regulations or records retention schedules of the State of New York or the Federal Government.

4. All provisions of this contract relating to record maintenance and retention shall survive the termination of this contract and shall bind the PROVIDER until the expiration of the period commencing with termination of this contract or if an audit is commenced by the MUNICIPALITY, or NYSED, until the completion of the audit, whichever occurs later. If the PROVIDER becomes aware of any litigation, claims, financial management review or audit that is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, financial management review or audit finding involved in the record have been resolved and final action taken.

5. Information about the specific details of service delivery must be recorded and maintained by the PROVIDER and EVALUATOR in order to establish the nature and extent of services provided and to substantiate the MUNICIPALITY'S claims for reimbursement.

6. Session notes documenting the delivery of services on a particular date must be completed by all qualified personnel delivering services as listed on the child's IEP for each service delivered. Session notes shall include the following:

   a. Students name
   b. Specific type of service provided
   c. Whether the service was provided individually or in a group
   d. The location in which the service was rendered
   e. Date service was rendered
   f. Duration of session including start and end times
   g. A brief description of student's progress towards IEP goals
   h. Name, title, signature and credentials of the person furnishing the service and signature/credentials of supervising clinician as appropriate
   i. Caregivers signature

7. The PROVIDER must complete a quarterly progress report for reach child receiving services as set forth in Part 200 of the regulations of the Commissioner of Education 200.4(d)(2)(x). The provider must submit a copy to the school district, municipality and parent. Progress reports shall be submitted to the parents and school districts by dates that are established by the school district.

   A. The periodic progress report must summarize the effectiveness of the service(s) and must include:

      a. Child's progress made towards meeting all IEP objectives and goals
      b. Statement of any objectives/goals met
      c. Any newly identified or recommended goals

   B. The PROVIDER must submit quarterly progress reports to the MUNICIPALITY by the following dates: December 1st, February 1st, May 1st, and July 1st.

C. The PROVIDER acknowledges and agrees that failure of the PROVIDER to submit the quarterly progress reports in proper form on the date(s) required shall be cause for the MUNICIPALITY to withhold payment otherwise payable under this agreement.

8. The PROVIDER shall complete an Annual Report for each child receiving services and shall submit a copy to the school district, municipality and parent.

A. Annual Reports are due **5 BUSINESS DAYS PRIOR** to a student's Annual CPSE Review meeting and shall contain the following.

a. Name of test(s) and/or assessment(s), date given and standard scores.
b. Present levels of educational performance.
c. Annual goals, instructional objectives and benchmarks.
d. Recommendations for continuation in CPSE (frequency, duration of services).
e. Recommendations for transition into CSE.

B. The PROVIDER is encouraged to enter the annual report directly into the districts Individualized Education Program software but may elect to submit a written annual report.

9. The PROVIDER shall be responsible for additional reports as deemed necessary by the school district to assist in meeting the child's individual educational needs. This information includes but is not limited to annual goals, instructional objectives and benchmarks, evaluation criteria procedures and schedules, present levels of performance and individual needs.

10. The PROVIDER shall prepare and make available such statistical, financial and other records pursuant to section 4410 of the New York State Education Law, as are necessary for reporting and accountability. All documents and records shall be consistent with New York State financial requirements for audit and rate establishment procedures.

11. The financial records and other financial documents relevant to this Contract shall be retained by the PROVIDER for nine (9) years after the school year in which services have been provided.

12. These records pursuant to section 4410 of the New York State Education Law shall be subject at all reasonable times to inspection, review or audit by the BOARD, the municipality where the PROVIDER is located, the State of New York, acting through the Education Department or the Office of the State Comptroller, federal and other personnel duly authorized by such municipality

CONFIDENTIALITY

The MUNICIPALITY and PROVIDER shall observe and require observance of all subcontractors and their employees of all applicable Federal and New York State requirements relating to confidentially of records and information. The PROVIDER expressly agrees to preserve the confidentiality of all electronic and/or hard-copy data and information, both historical and current data, shared, received, collected, or obtained as a result of this agreement. No disclosure, re-disclosure or release of such data or information is to be made, permitted, or encouraged by the PROVIDER, its officers or employees, except as expressly authorized by law.

The PROVIDER shall abide by the procedures established at the MUNICIPALITY in compliance with 18 NYCRR Part 357 and Section 403.9 to safeguard against the prohibited re-disclosure of HIV related information.

The PROVIDER shall ensure that any personnel receiving confidential HIV related information as a necessity for providing services under this agreement are fully informed of the penalties and fines for re-disclosure in violation of State Law and regulation.

The PROVIDER agrees that any disclosure of confidential HIV information will be accompanied by the following written statement:

"This information has been disclosed to you from confidential records which are protected by State Law. State Law prohibits you from making any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law. Any unauthorized further disclosure in violation of State Law may result in a fine or jail sentence or both. A general authorization for the release of medical or other information is not sufficient authorization for further disclosure."

LIABILITY REQUIREMENTS

Prior to commencing work, the PROVIDER shall obtain at its own cost and expense liability insurance with a minimum limit of liability of $1,000,000.00 per claim, $3,000,000.00 annual aggregate and shall provide evidence of such insurance to the MUNICIPALITY. This coverage may not be changed or canceled without 30 days prior written notice to the MUNICIPALITY. The MUNICIPALITY must also be listed as additional named insured on the insurance policy and shall receive a certificate listing such coverage requiring notice to the MUNICIPALITY of any cancellation or alteration of coverage.

IDEMNIFICATION

The PROVIDER further covenants and agrees to indemnify, defend and hold harmless the MUNICIPALITY, its Board of Supervisors, officers, agents and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by, or because of, any omission of duty, negligence or wrongful act on the part of the PROVIDER, its employees or agents.

CONFLICT OF INTEREST

The PROVIDER hereby warrants that there is no conflict of interest, if any, with the activities to be performed hereunder, and that the PROVIDER shall advise the MUNICIPALITY if any conflict or potential conflict of interest exists or arises in the future.

NON-ASSIGNABILITY/ SUBCONTRACTING

1. Both parties recognize that this contract is one for personal services and cannot be transferred, assigned, or sublet by either party without prior written consent of the other.

2. All agreements between PROVIDER and subcontractors shall be by written contract. All subcontracts entered into by the PROVIDER relative to the purchase of services pursuant to the Contract shall be in writing in accordance with all federal and State laws, regulations and guidelines and shall be disclosed on the application to the COMISSIONER for program approval. No provision of any such subcontract shall incur any financial obligation by the MUNICIPALITY in addition to the established tuition, and evaluation rates. Any arrangements entered into by a PROVIDER with a subcontractor shall be governed by all applicable provisions relating to conflict of interest pursuant to the Laws of New York State. The PROVIDER shall not be relieved of any responsibility under this Contract by any subcontract.

NON-DISCRIMINATION

Both parties shall make available services to all persons without regards to race, color, sex, creed, national origin, or source of payment, and that no person shall, on the grounds of race, color, gender, sexual orientation, military status, marital status, creed or national origin, be excluded from participation, under any activity or program of either agency.

The PROVIDER shall comply with the requirements of the United States Civil Rights Act of 1964 as amended and the Executive Order of 11246 entitled "Equal Employment Opportunities" and the regulations issued pursuant thereto as contained in 41CFR Part 60 and any other Federal or State regulations or law.

The PROVIDER shall observe and comply with the Federal regulations contained in 45 CFR 84 entitle "Non-Discrimination on the basis of handicap; programs and activities receiving or benefiting from Federal financial assistance".

COOPERATION ON CLAIMS

The PROVIDER agrees to render diligently to the MUNICIPALITY any and all cooperation without additional compensation, that may be required to defend the MUNICIPALITY against any claims, demand, or action that pertains to the PROVIDER that may be brought against the MUNICIPALITY in connection with this agreement.

SEVERABILITY

It is expressly agreed that if any term or provision of the agreement, or the application thereof to any person or circumstance, shall, to any extent, be held invalid or unenforceable, the remainder of this agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and every other term and provision of this agreement shall be valid and shall be enforced to the fullest extent permitted by the law.

TERM AND TERMINATION OF THIS AGREEMENT

1. This agreement shall be effective through June 30, 2018. This agreement may be terminated by either party upon 30 days prior written notice to the other party. This agreement will be automatically terminated if either party loses their license to operate. This agreement shall be deemed terminated immediately if the COMMISSIONER withdraws approval for the PROVIDER to provide services or programs for children with disabilities.

   A. In the event a successor agreement is not executed by the parties on or before 7/1/2018 or either party fails to give the other party at least thirty (30) days written notice of its intent not to renew this agreement, then, notwithstanding anything contrary herein, this agreement shall be extended automatically for a period of six (6) months.

   B. In the event a successor agreement is not executed by the parties on or before 1/1/19 or either party fails to give the other party at least thirty (30) days written notice of its intent notto renew this agreement, then, notwithstanding anything contrary herein, this agreement may be extended for a second period of six (6) months, at the MUNICIPALITIES option.

2. Should the PROVIDER be requesting termination of this contract based on the PROVIDER'S intent to cease operation, all specific close down procedures shall be followed by the PROVIDER in accordance with Part 200 of the Regulations of the COMMISSIONER. Written notice of any such termination shall be provided to the MUNICIPALITY and the BOARD(S) by the PROVIDER not less than ninety (90) days prior to the intended effective date of such action. In the event of such termination, the parties shall adjust the accounts due and the PROVIDER shall undertake no additional expenditures not already required.

3. The MUNICIPALITY shall have the right to terminate this agreement, in whole or with respect to any identifiable part of the program, effective immediately in cases of imminent danger to the health and safety of eligible children, parents and/or staff, or, at its option, effective at a later date specified in the notice of such termination to the PROVIDER, on the following bases:

   A. If the PROVIDER fails to fulfill in a timely and proper manner its obligations under this agreement;

   B. If the PROVIDER becomes bankrupt or insolvent or falsifies its records or reports, or misuses its funds from whatever source;

   C. Upon conviction of an individual PROVIDER or principal of an Agency PROVIDER of a criminal offense by any court of competent jurisdiction, or action on license by the NYSDOH or New York State Education Department (NYSED);

   D. If an Agency PROVIDER knowingly fails to act upon the conviction of an employee or employees of a criminal offense or action on license by the NYSDOH OR NYSED;

   E. Upon failure of the PROVIDER to cooperate with an audit, programmatic monitoring and/or quality improvement monitoring by the MUNICIPALITY, NYSDOH, or NYSED or its respective designee;

   F. Upon the failure of the PROVIDER to implement recommendations resulting from monitoring by the MUNICIPALITY, NYSDOH, or NYSED that are necessary to bring the PROVIDER into compliance with the Act and Regulations;

G. Engages in any act that constitutes an unacceptable practice under the Medical Assistance Program as enumerated in Title 18 of the New York Code of Rules and Regulations Section 515.2 (a) and (b) (1) through (b) (15);

H. Funding for the services to be performed under this contract is terminated, modified or curtailed.

RELATIONSHIP OF PARTIES

The relationship between the PROVIDER and the MUNICIPALITY shall be that of independent contractor. The PROVIDER, in accordance with its status as an independent contractor, covenants and agrees that it will neither hold itself out as nor claim to be an officer or employee of the MUNICIPALITY by reason thereof and that it will not be reason thereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the State of New York or Delaware County including, but not limited to, worker's compensation coverage or retirement membership or credit.

The PROVIDER is not an employee. Any and all responsibility for U.S. Social Security taxes for the PROVIDER and Federal, State and local income taxes are the responsibility of the PROVIDER.

ENTIRE AGREEMENT

This agreement contains the entire understanding of the parties hereto and supersedes all prior agreements and/or understandings written or oral, and may not be amended except in a signed writing by the parties. The parties represent that they are not relying upon any representations, warranty, assurance, or understanding that is not contained in this agreement, and they generally acknowledge that there are none.

The parties agree to renegotiate this Agreement in the event that any state agency, including but not limited to the New York State Department of Health issues new or revised requirements on the MUNICIPALITY as a condition for the receiving continued Federal or State reimbursement, in order to bring the Agreement into compliance with those new or revised requirements.

APPENDIX C

1. The parties agree to be bound by Appendix C, Approved Programs Where Services Are Provided; which is attached hereto and made part hereof. In the event that the COMMISSIONER withdrawals approval for the operation of any program or service at any site as listed in Appendix C, such action shall constitute an immediate amendment to this Contract removing inclusion of such program or service from Appendix C. In the event that the PROVIDER intends to cease operation of any or all programs or services at any site listed in Appendix C, the PROVIDER shall give written notice of such intention to the MUNICIPALITY and the BOARD(S) not less than ninety (90) days prior to the intended effective date of such action. Such cessation shall constitute an immediate amendment to this contract thus removing such program or service from Appendix C.

In Witness Thereof, the parties hereunto have executed this agreement.

MUNICIPALITY

DATE_____ BY_____

Amanda C. Walsh, MPH
Director of Public Health

PROVIDER

DATE_____ BY_____

David S. Richards, Superintendent
Unatego Central School District

Approved By: Porter L. Kirkwood_____ Date: 3/8/2013_____

Delaware County Attorney
As to form only

Form Revised 3/2013

APPENDIX A-1

STATEMENT OF REASSIGNMENT

Unatego Central School District

By this reassignment, the above-named outside contracted provider of services agrees:

1. to reassign all Medicaid reimbursements to **Delaware County** pursuant to your contract with said county for providing medical services billed under the School Supportive Health Services Program (SSHSP);

2. to accept as payment in full the contracted reimbursement rates for covered services;

3. to comply with all the rules and policies as described in your contract with Delaware County; and

4. to agree not to bill Medicaid directly for any services that Delaware County will bill for under the SSHSP program.

NOTE: Nothing in this "Statement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services outside of the scope of the School Supportive Health Services Program (SSHSP).

_____ (Date)

_____
David S. Richards, Superintendent
Unatego Central School District

Otsego County Chapter of NYSARC, Inc.

The Arc Otsego
35 Academy Street
P.O. Box 490
Oneonta, NY 13820

607-432-8595 - Fax 607-433-8430

CONTRACTUAL AGREEMENT FOR PROVISION OF SERVICE TO THE UNATEGO CENTRAL SCHOOL FOR THE 2015/2016 SCHOOL YEAR

School:

Name: Unatego Central School

Address: 2641 State Highway 7
Otego, New York 13825

Phone: (607) 988-5034

Contact Person: Gary Williams

E-Mail: GWilliams@unatego.stier.org

Service: Transition Services

Agreement: It is agreed and understood that The Arc Otsego, hereafter referred to as the Agency, will provide transition services in accordance with the following terms and conditions for Unatego Central School also referred to as the School. Services will be individually based for each student. Examples of services available include interest assessment, job shadowing, soft skills training, community-based assessments, interviewing techniques, and application preparation.

Services may be provided at the school, at The Arc Otsego, or at a site in the community. Transportation for services will be decided upon on an individual basis and will be mutually agreed upon between the Agency and the School. School transportation will be utilized whenever possible.

The School will be responsible for providing a room or area for the Agency to meet with student(s). The School will provide feedback to the Agency at least once per semester. The Agency will develop a plan for the provision of services to each student receiving transition services. The Agency will provide documentation on the services provided for each student, including student progress, needs, and recommendations.

The School agrees to notify the Agency as early as possible if a student will not be available. The Agency agrees to notify the School as early as possible if a transition specialist will not be available.

Dates of Agreement: This agreement is effective for the 2015-2016 school year, and may be terminated by either party upon notification of the other by written notice 60 days prior to the termination or modification of services. The 60-day notification can be waived upon mutual agreement of both parties.

Rates and Terms of Compensation:
115 individual hours @ $45 per hour for the school year totaling $5175.00.
8 group sessions @ $175 per session for the school year totaling $1400.00.

Reporting & Scheduling: The Agency contact for the School for transition services is the Community Employment Coordinator, whose office is located at The Arc Otsego, 102 Browne St, Oneonta, NY 13820 and who is available by phone at 607-433-8447 x110.

Billing Procedures: It shall be the responsibility of The Arc Otsego to submit an invoice to the School on The Arc Otsego letterhead that includes dates/times of service, services provided, and charges for services. All invoices will be submitted twice per school year in a timely manner following December 31 and June 30. Payment will be made by the School within thirty days of receipt and mailed to The Arc Otsego Business Office, P. O. Box 490, Oneonta, NY 13820.

Other Terms and Conditions:

Both the Agency and the School agree to provide services in accordance with all federal, state, and local regulations and laws.

Both the Agency and the School agree that the Agency is a "covered entity," as that term is used in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The services rendered by the Agency may be "health care" as defined by HIPAA, which would make the information about participating students that is generated, maintained, or modified by the Agency "protected health information." Both the Agency and the School acknowledge that the Agency cannot disclose protected health information to a non-health care provider without the participating student (or parent/guardian of a minor) signing an authorization that is compliant with HIPAA.

As part of the initial intake and screening process, the Agency will ask each potential participating student (or parent/guardian of a minor) to sign an authorization that will permit the Agency to share relevant information with the School. Under HIPAA, the Agency may not make participation in the transition program conditional on the signing of an authorization. Accordingly, if a student refuses to authorize the disclosure of information, the Agency and the School shall agree on what information constitutes the minimum necessary to justify payment. Submission of that information shall satisfy the requirements of this agreement.

The Agency and the School agree to report to each other any event encountered in the course of performance of this agreement that results in injury to the person or property of third parties, or which may otherwise subject the Agency or School to liability. Events shall be reported immediately upon discovery. Reporting does not excuse or satisfy any obligation of either party to report any event to law enforcement or other entities under the requirements of any applicable law.

The Agency and the School agree to hold each other, its officers, agents, and employees, harmless from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this agreement. This does not require either party to be responsible for or defend against claims or damages arising solely from errors or omissions of the Agency or the School, their officers, agents, or employees.

AGENCY

Otsego County Chapter of NYSARC, Inc.
dba The Arc Otsego
By: _____
Patricia A. Knuth
Executive Director

Date: 6-10-2015

SCHOOL

Unatego Central School

By: _____

Print Name: _____

Date: _____

Please fill out this form and **give it to your home school district**.

ONEONTA COMMUNITY CHRISTIAN SCHOOL
158 River Street - Oneonta, NY 13820
Phone (607) 432-0383
Fax (607) 436-9137

STUDENT TRANSPORTATION REQUEST FORM for 2015-2016

Unatego School District
(Name of School District)

(Address)

(Address)

We, Raymond & Tara LeBourveau
the undersigned parent/guardians would like to request transportation
for our child(ren) Gabrielle + Ethan LeBourveau to Oneonta Community
Christian School at the above address for the 2015-2016 school year.
We request that our child(ren) be picked up at 37 Averill St., Otego, NY

Thank you for your cooperation.

Sincerely

(signature of parent/guardian)

PO Box 156 (37 Averill St.) Otego, NY 13825
(Date) (Address) Home Phone / Work Phone

Emergency contact if parent cannot be reached:

(Name)	(Relationship)	(Telephone)
Robet & Linda Burch	Grandmother	607-988-9219
Robert Burch Jr	Uncle	607-287-1109

revised 1/20/14

Budget Transfers

	Out	In	Running Balance
1240.150		$ 12,710.00	$ (12,710.00)
1310.490		19,811.00	(32,521.00)
1430.490		14,245.00	(46,766.00)
1480.490		14,775.00	(61,541.00)
1620.450		7,040.00	(68,581.00)
1620.555-2		5,740.00	(74,321.00)
1680.490		26,928.00	(101,249.00)
2020.150	60,000.00		(41,249.00)
2020.160-SC		6,200.00	(47,449.00)
2110.120	50,000.00		2,551.00
2110.161		33,750.00	(31,199.00)
2110.480-0	40,000.00		8,801.00
2110.480-1		9,340.00	(539.00)
2110.480-3		16,430.00	(16,969.00)
2110.480-4		16,885.00	(33,854.00)
2250.160		38,096.00	(71,950.00)
2250.400		5,490.00	(77,440.00)
2250.471		124,730.00	(202,170.00)
2250.472		269,740.00	(471,910.00)
2250.490		43,900.00	(515,810.00)
2280.490	80,000.00		(435,810.00)
2810.150		17,176.00	(452,986.00)
2855.150		18,891.00	(471,877.00)
5510.160		30,983.00	(502,860.00)
5510.161		26,837.00	(529,697.00)
5510.400		51,990.00	(581,687.00)
9020.800	90,000.00		(491,687.00)
9030.800	70,000.00		(421,687.00)
9050.800	35,000.00		(386,687.00)
9060.158-01		$ 8,250.00	(394,937.00)
9060.818	373,960.00		(20,977.00)
9770.700	20,977.00		-
			-
			-
			-
			-
			-
	$ 819,937.00	$ 819,937.00	$ -

Recommended by:

DEPARTMENT CHAIRPERSONS APPOINTMENTS

2015-2016

TEACHER	DEPARTMENT	APPT. DATE	EXP. DATE
Jessica Strauss	Science	07/15/13	07/16/16
Anita Wheeler	Math	04/01/15	04/02/18
Sue Delello	Special Ed.	08/17/14	08/16/17
Lou Berrios	English	08/17/14	08/16/17
Ann Nelson	Social Studies	07/15/13	07/16/16
John Pruskowski	Occ. Ed. Dept.	09/24/13	09/23/15
Cheryl Nages	Fine Arts	09/21/14	09/20/17

LEAD TEACHERS

Sue Herodes	PE	08/17/14	08/16/17
Laura Gamez-Romero	LOTE	08/17/14	08/16/17

Updated: 6/16/15

Unatego Central School
District Treasurer
Superintendent's Secretary
Keyboard Specialist
(12 month position)

July 1, 2015-June 30, 2016

Terms and Conditions

CIVIL SERVICE

Civil Service requirements must be met.

PROBATIONARY PERIOD

The probationary period shall not be less than eight weeks, nor more than 52 weeks.

SALARY

The salary of all these positions will be set annually no later than July 15th of the work year. Wage increase: July 1, 2015-June 30, 2016.

For the period of July 1, 2015- June 30, 2016 the District Treasurer, Superintendent's Secretary and Keyboard Specialist shall receive an increase of 3.5 % of their Salaries.

HOURS

37 ½ hours per week. These positions are 12 month positions (July 1-June 30).

SICK LEAVE

Each employee will be granted thirteen (13) sick days per year cumulative to two hundred (200) days for personal illness or injury.

Upon using no sick leave or personal time, members shall receive a $200.00 attendance incentive. Members, who have used three (3) or less days (sick leave or personal time), shall receive a $150.00 attendance incentive.

UNUSED SICK DAYS

Upon retirement, with six (6) to ten (10) years of district service, a member of this group will be eligible for payment for unused sick leave at the rate of $30 per day, up to a maximum of 200 days. Upon retirement with at least ten (10) years of district service, an employee will be

eligible for payment by multiplying the unit member's total salary by .0014 (final salary x .0014 x number of unused sick days).

PERSONAL BUSINESS LEAVE

Up to four (4) days per year shall be allowed for compelling personal business. Twenty four hour notice to the immediate supervisor is necessary unless there is an emergency. Written information concerning the emergency must be provided to the immediate supervisor upon returning to work. Unused Personal Business Leave will be added to the group member's sick leave accrual.

BEREAVEMENT LEAVE

Up to five (5) days per year in event of the death of an immediate family member (parent, current spouse, child, son or daughter in law, parent of current spouse, step parent, step sibling, or any other step/blood relative). These are non-cumulative.

VACATION DAYS

All employees listed above will receive vacation days according to the following schedule:

At the completion of:

One to five years of district employment	10 days
Six to twelve years	15 days
Thirteen to twenty years	20 days
Twenty one or more years	25 days

The above vacation will be granted upon the completion of five, twelve and twenty years of employment. Employees may carry over up to 10 vacation days per year to a succeeding-year. Employees listed above shall have the option of converting up to five (5) of the 10 carry over days (of unused vacation) into a cash value equivalent to be paid in June of that year. This request must be made to the immediate supervisor.

PAID HOLIDAYS

Employees listed above will receive the fifteen (15) paid holidays days delineated in Article VII, section A of the Nurse/Clerical contract.

FAMILY LEAVE DAYS

Up to 4 days per year may be used for serious illness in the immediate family (current spouse, children, mother, father or other blood relative as well as any or all step relatives). Any or all

unused Family Leave days shall be rolled into sick time accumulation at the completion of the school year.

EMERGENCY LEAVE

Leave of absence with pay may be granted for emergency leave after personal leave is exhausted; example: serious family illness, death in family, flood, hurricane, fire. Request for such leave must be made to the immediate supervisor prior to taking the leave. Where an employee has to take an emergency leave without obtaining prior permission, the employee's immediate supervisor should be notified by telephone as soon as possible. A determination will be made by the immediate supervisor and the superintendent as to whether the employee will be granted an emergency leave without pay.

OTHER ABSENCES OR LEAVES

The Board reserves the right to give consideration to other requests for leave without pay. An example that may receive consideration would be religious holidays. Absences other than those described in these working conditions will not be allowed with pay. A deduction will be made for each illegal absence according to the employee's daily rate.

SCHOOL CLOSINGS & EMERGENCIES

Employees will report to work on emergency days as soon as possible. Employees will be paid time and one half for the hours worked.

HEALTH INSURANCE

ARTICLE XII – HEALTH INSURANCE

Beginning July 1, 2015, the District shall offer the New York 44 health insurance plan NY44 HEALTH BENEFITS PLAN East Central New York Area, MVP Option A Version 2.2 MVP. The District will continue to pay 90% of the cost of the individual health insurance premium and 85% of the premium for dependent coverage.

Prescription co-pays as follows:

$0 co-payment: Tier 1 generic, Tier 2 corticosteriod

$15 co-payment: Tier 2

$30 co-pay: Tier 3

Mail Order (90 Days supplies) is available

District shall pay all administration fees.

IRC §105(h)

The District will establish an IRC §105(h) account for each bargaining unit member who participates in the District sponsored health insurance plan. Said account shall be used for non-reimbursed medical, dental or vision expenses. The District will be solely responsible for the administration and set-up fees associated with the IRC §105(h).

Effective July 1, 2015, the District will contribute two hundred and fifty dollars and zero cents ($250.00) into each bargaining unit member's §105(h) account.

The IRC §105(h) account may be rolled over from year to year. Upon retirement or resignation from the District, the District shall cease contributions to the IRC §105(h). Should a member of the unit leave the District for any reason other than retirement, any funds available to them shall revert back to the District. Upon retirement, the employee shall have access to his/her accrued funds until exhausted. Notwithstanding the above, should a member of the unit with 20 or more years of service resign from his/her position with the District, such member shall have access to his/her accrued funds for one year after the date of his/her resignation, and the remaining funds shall revert back to the District.

Employees are responsible for maintaining copies of all receipts for the IRS auditing purposes.

Health Insurance Buyout: shall be increased $250.00 to a total of $1,250 per year.

Notification for requesting this option must be given in writing and proof of alternate coverage must be provided to the Superintendent or designee annually by April 30th or upon the date of hire for new employees.

Payment will be issued in the last pay period in June or upon the employee's separation from the District. The payment shall be prorated if there is less than a full year of employment.

If an employee wishes to change his/her option, written notice must be given to the Superintendent or designee by April 30th, regardless of the date of hire, and said change will be effective as of July 1st of the succeeding fiscal year if the criteria of the health insurance plan is met and approved.

An employee who loses coverage under a spouse's plan will, upon proof of said loss, be allowed re-entry into the insurance program. Re-entry will be as soon as possible within the rules of the carrier. The payment will be prorated if the entry is in the same year the plan was dropped.

DENTAL INSURANCE

Employees listed above are eligible to choose a dental plan from those offered under the following contracts:

Unatego Administrator's Association (Option 1)
Unatego Nurse Clerical Association
Unatego Non-Teaching Association

The employee is responsible for 10% of the premium for individual and dependent coverage.

LONGEVITY

After being employed by the District for a total of 10 consecutive full years without interruption in service, employees will be granted a $200 longevity increment, to be paid in a lump sum. Commencing with the July 1 after being employed by the District for a total of 15 consecutive full years without interruption in service, employees will be granted an additional $200 increment, to be paid in a lump sum. Commencing with the July 1 after being employed by the District for a total of 20 consecutive full years without interruption in service, employees will be granted an additional $200 increment, to be paid in a lump sum. Longevity payments shall be an annual payment payable in July of each year.

Note: Employees who have met both the 10, 15, and 20 year requirements shall receive a total of $600 annually.

This document is not a contract. These terms and conditions of employment are subject to change by the Unatego Board of Education.

These Terms and Conditions were adopted by the Unatego Board of Education on July 13, 2015.

To: Dr. Richards, Superintendent

From: Julie Lambiaso, High School Principal

Date: June 16, 2015

Re: Department Chair Position

I am recommending Anita Wheeler as Math Department Chair.

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Sara Ingalls

POSITION: Math 8

REPLACES: Paige Harris

EFFECTIVE DATE: _____

EDUCATION LEVEL: Masters

YEARS OF EXPERIENCE: 8

SALARY: STEP____ LEVEL_____ $_____

CERTIFICATION: NYS Mathematics 7-12

COLLEGE: SUNY Oneonta; SUNY Empire State

REFERENCES CONTACTED:

1. Deborah McMollen, Building Principal ONC BOCES
2. Joseph Booan, Director of CTE, ONC BOCES

COMMENTS: All of Sara's reference spoke highly of her work ethic, teamwork, and leadership skills. They are sorry she is leaving.

Patricia Hall — 7/6/15

ADMINISTRATOR SIGNATURE — DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Angela Flavell

POSITION: LTA

REPLACES: Diane Russell

EFFECTIVE DATE: 9/9/15

EDUCATION LEVEL: College

YEARS OF EXPERIENCE: _____

SALARY: STEP 1 LEVEL _____ $ _____

CERTIFICATION: Highest level LTA certification

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Has worked for us for a number of years and has proven to be very capable & wonderful with the students.

ADMINISTRATOR SIGNATURE

9/9/15
DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Katy DeMulder

POSITION: LTA

REPLACES: Donna Whitbeck

EFFECTIVE DATE: 9/9/15

EDUCATION LEVEL: Completing her Masters in Education.

YEARS OF EXPERIENCE: _____

SALARY: STEP 1 LEVEL _____ $ _____

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Currently works as an aide and is competent + knowledgeable

[signature]
ADMINISTRATOR SIGNATURE

7/9/15
DATE

Dr. David Richards
Board of Education
Unatego Central School District
2641 St. Hwy. 7
Otego, NY 13825

RECEIVED
JUN 16 2015
BY: .....

June 16th, 2015

Dear Dr. Richards and Members of the Board:

Though I have thoroughly enjoyed being an English teacher for the Unatego Central School District, I have decided to follow my heart and have accepted a new teaching position in special education at Delaware Academy Central School District at Delhi. As of last night, the Delaware Academy Board of Education approved me as the newest member of their special education team, which means I will no longer be teaching at Unatego. This is my thirty-day notice.

Please understand that my decision to resign is not because of the students—who are really wonderful, and who have enriched me as much as I hope I have enriched them. Nor is it because of the amazing teachers—who have been truly wonderful people with whom to teach. My decision is based on several factors, including being able to teach in the same district as my husband and where my daughter is finishing kindergarten. It is also based on a desire to return to my roots, since I began in special education. But, further, I also wish to move away from a scripted curriculum. I wish I felt I could have said something sooner, but teaching from the Modules is nothing short of soul-crushing, and I won't in good conscience continue to teach tedious and pedagogically inappropriate materials to the wonderful kids at Unatego. I sincerely hope that you understand my reasoning, though I don't necessarily expect you to agree with it.

I did share my decision with my students yesterday, and with those who will be taking AP Literature next year. I felt they, too, deserved to know. Please know that I have encouraged those juniors signed up for the course in the fall to continue taking an advanced curriculum, and I hope with all my heart that you will not cut the program. Advanced Placement courses are incredibly valuable to the students at Unatego, and they cost nothing to teach since the students who would enroll in them would still need to take English anyway.

Thank you very much for your faith in me as a teacher. I have forged many friendships which I am sure will be lasting, and will always think fondly of Unatego's kids. I wish you all the best of luck in the coming school year. If you wish to further discuss my departure, please do let me know as I would happily provide an exit interview.

With Kindness,

Megan M. Ainsworth

CC: Julie Lambiaso; Lou Berrios

June 3, 2015

Dear Dr. Richards,

Effective July 1, 2015, I will resign/retire from my position as LTA with the Unatego School District. I have enjoyed my 12 years of service, but it is now time to enjoy retirement.

Sincerely,

Diane J. Purrell

Diane J. Purrell

RECEIVED
JUN 24 2015
BY: .....

June 3, 2015

Dear Dr. Richards,

Effective July 1, 2015 I will be resigning, from Unatego School. I'm looking forward to my retirement, but I've enjoyed my career with Unatego School and students.

Sincerely,

Donna Whitbeck

Donna Whitbeck

RECEIVED
JUN 30 2015
BY:

June 30, 2015

To the Unatego Central School Board,

This is a letter stating my resignation as a Licenced Teaching Assistant at Unatego Central School as of Tuesday, June 30, 2015.

Thank you for the support and opportunities you have given me over the past eight years. The experience has been valuable and memorable.

Sincerely,

Eric Miller

RECEIVED
JUL 6 2015
BY:

July 6, 2015

To Whom It May Concern,

I am resigning from the position of Student Account Advisor effective July 6, 2015.

I am available to train anyone for the position at the Extracurricular Activities hourly rate of $31.50.

Sincerely,

Richard Ranieri

471 Kilkenny Road
Unadilla, NY 13849
July 7, 2015

Dr. David Richards, Superintendent
2641 State Highway 7
Otego, NY 13825

Dear Dr. Richards:

Please accept my letter of resignation for the purpose of retirement effective July 30, 2015. It is understood that I am entitled to the Incentive Agreement, as per the signed MOU, as well any and all benefits due me as a retiree, including Health Insurance and Reimbursement of unused sick days as per the Unatego Non-Teaching Association collective bargaining agreement.

Sincerely,

Ellie DeMorier

Ellie DeMorier

To: Unatego Central School District
12 Willow Street
Otego, NY 13825

From: Jeffrey Utter
3406 State Highway 7
Otego, NY 13825

Date: July 8th. 2015

Subject: Resignation

Dear Unatego Central School District,

I've been offered a position as a Bus Mechanic at another School District.

I've enjoyed my time at Unatego and appreciate the opportunity.

This letter serves as my two weeks notice. My last day will be Tuesday, July 21st, 2015.

Thank-You,

Jeffrey Utter

School Bus Mechanic & Driver

14 Pleasant Avenue
Oneonta, NY 13820
July 13, 2015

Dr. David Richards, Superintendent
Unatego Central School
2641 State Highway 7
Otego, NY 13825

Dear Dr. Richards:

I will be resigning from my position as Business Manager, effective July 30, 2015. I thank you, the Board, and the staff both present and former for fifteen wonderful years with Unatego.

Sincerely,

Nicholas R. Rosas

Signatures:

Richard Ranieri — Date: 7/10/15

For the District — Date: 7/10/15

Ruth Modinger — For the Association — Date: 7-10-15

July 10, 2015

To Whom It May Concern:

I, Richard Ranieri, hereby tender my letter of resignation from my teaching position with the Unatego Central School District effective August 1, 2015.

7/10/15

Richard Ranieri

RECEIVED
JUL 10 2015
BY Danielle Clark