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# North Tonawanda City School District

OFFICE OF THE ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES

## Letter to Parents for School Meal Programs Community Eligibility Provision

Dear Parent or Guardian:

We are pleased to inform you that North Tonawanda City School District will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for the 2023-2024 school year.

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

All students enrolled in the North Tonawanda City School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year. This includes one breakfast and one lunch per child; any additional meals or a la carte items will have an associated cost. **These schools include Spruce Elementary, Ohio Elementary, Drake Elementary, North Tonawanda Intermediate School, North Tonawanda Middle School, and North Tonawanda High School.** No further action is required of you in order for your child(ren) to receive free meals. Your child(ren) will be able to participate in these meal programs without having to pay a fee. However, please **complete the attached household income form (ONE PER HOUSEHOLD)**. Completion of this form is mandatory and assists the District in receiving additional State and Federal funding.

If you have any further questions, please contact us at:

Mrs. Frances May  
Assistant Superintendent of Administrative Services  
176 Walck Road  
North Tonawanda, NY 14120  
716-807-3511

Sincerely,  
Frances May

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

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

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

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