



# North Tonawanda City School District

OFFICE OF THE ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES

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

Dear NTCSD Community:

We are pleased to inform you that the District will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for the 2024-2025 school year.

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

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 throughout the 2024-2025 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 for the upcoming school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee.

In order for the district to possibly qualify for this in future years, please complete the attached household income form. Completion of this form is required from the National School Lunch and School Breakfast Programs. Information from this form assists the District in receiving additional State and Federal funding as well as the opportunity to apply for extensions with this fantastic program.

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

Ms Jackie McMahon  
Senior Account Clerk  
176 Walck Road  
North Tonawanda, NY 14120  
716-807-3503

Dr. Joshua R. Janese  
Assistant Superintendent of Administrative Services  
176 Walck Road  
North Tonawanda, NY 14120  
716-807-3511

Sincerely,

Dr. Joshua R. Janese

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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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