



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  
[www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

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

Dear Parent or Guardian:

We are pleased to inform you that **Newfield Elementary School** will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for **2019-2020 school year**.

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

All students enrolled at **Newfield Elementary School** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the **2019-2020** school year. While your child(ren) will be able to participate in these meals programs, the district requires you to complete the income information statement to receive additional federal and state funding for our school. The income information is online at [www.newfieldschools.org/districtpage.cfm?pageid=821](http://www.newfieldschools.org/districtpage.cfm?pageid=821) then click on elementary CEP income form.

If you have any further questions, please contact us at **Ms. Robin Wood @ (607) 564-9955 ex. 4024** or [rwood@newfieldschools.org](mailto:rwood@newfieldschools.org)

Sincerely,

*Robin Wood*

Newfield Central School Cafeteria  
247 Main Street  
Newfield, New York 14867  
607-564-9955 ext.4024  
Fax 607-564-0055

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.