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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 92 LCM-106

Date: July 10, 1992

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Providing Food Stamp and ADC Program Participation Information
to Local School Authorities

ATTACHMENTS: Attachment A - Direct Certification School Meal Letter -
New York City letter - not available
on-line
Attachment B - Direct Certification School Meal Letter -
Upstate letter - not available on-line

The Child Nutrition and WIC Amendments of 1989 and Section II of the Food Stamp Act of 1977, permit local districts to disclose Food Stamp Program participation information to school authorities, to allow schools to certify any child as eligible for free or reduced price school meals based on the child's status as a member of a household receiving food stamps or ADC. The intent is to simplify the application process for the School Meals Program and at the same time increase the number of eligible children participating in the program.

As a part of a cooperative effort with the NYS Department of Education, this Department is doing a statewide mass mailing to all food stamp and SSI households having a household member between the age of 4 and 18 years. A flash letter (copy attached) which will be mailed by August 15, 1992, will advise the household that the listed child(ren) is eligible for free school meals and/or milk. The letter will serve as documentation of the student's eligibility when provided to the student's school.

For New York City, a letter (English/Spanish) will be sent to the head of household for each child in the household. Name and date of birth (d.o.b.) of the child will appear on the front. The parent is instructed to fill-in the school name and grade before returning to the school.

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For Upstate, one letter (English) will be sent per household. The name of the child(ren) and d.o.b. will be listed. The parent is instructed to fill-in the school name and grade for each child. If the listed children attend more than one school, it is the school's responsibility to copy and forward the letter to applicable schools.

Beginning August 1, 1992, local districts should inform food stamp and ADC applicants of their child's eligibility for school meal program and/or milk program. Applications may be obtained at school throughout the year.

In addition, local social services districts may receive a few student names from school authorities for verification during the school year. Such requests should be handled as expeditiously as possible.

Questions concerning this memorandum should be directed to your district's Food Stamp Representative at 1-800-342-3715, extension 4-9225.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance