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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 94 LCM-92

Date: July 29, 1994

Division: Economic Security

TO: Local District Commissioners

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

ATTACHMENTS: A: Direct Certification School Meal Letter-Upstate letter
(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.

For the third consecutive year 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 ADC households having a household member between the age of 4 and 18 years. A flash letter (copy attached) which will be mailed the week of August 15th 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 it to the school. An additional page will be enclosed containing answers to the most frequently asked questions of the Department's Hotline. The question and answer page will be printed in English and in Spanish.

Date July 29, 1994

Trans. No. 94 LCM-92

Page No. 2

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. On the back of the letter answers to the most asked questions of the Department's Hotline staff appears.

Local districts should inform food stamp and ADC applicants of their child's eligibility for school meal program and/or milk program. Households may obtain an application at the child's 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 Cindy Cotrona, Food Stamp Representative at 1-800-343-8859, extension 4-9225.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Economic Security

Dear Parent/Guardian:

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 School Breakfast Programs, or free milk in a school that participates in the Special Milk Program. To receive this benefit, take or send this letter to one of the schools which your child/children attend. The school will forward copies to all school listed. If you do not return this letter to the school, you must fill out the Free and Reduced Price Application in order for your children to get free meals or free milk.

During the year, if you are no longer eligible for food stamps or ADC, you must notify the school of the change. If you have questions call your child's school lunch director or the free hotline number 1-800-342-3009.

Commissioner
NYS Education Department

Commissioner
NYS Department of Social Services

NAME	DATE OF BIRTH	SCHOOL	GRADE
<u>(Please complete for each child listed)</u>			