

Limited English Proficiency Taglines Cover Page

Insert local phone numbers below where a parent who is not proficient in English and/or is hearing impaired could call to get access to program information. This should be available at the school or district level where a parent can go to get any vital information about their child's education experience.

ATTENTION: If you speak [insert language], language assistance services, free of charge, are available to you. Please call our ELL Coordinator Jeanne O'Hearn for assistance at 1-978-887-2323 ext. 11262.

Spanish

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

Vietnamese

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-xxxxxx-xxxx (TTY: 1-xxx-xxx-xxxx).

Mandarin Chinese

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-xxx-xxx-xxxx (TTY：1-xxx-xxx-xxxx)。

Portuguese

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

Russian

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-xxx-xxx-xxxx (телетайп: 1-xxx-xxx-xxxx).

Haitian Creole

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

[Insert language, as needed]



I Speak Statements

- | | |
|--|--|
| <input type="checkbox"/> Unë flas shqip (Albanian) | <input type="checkbox"/> N̄ a po Klào Win. (Kru) |
| <input type="checkbox"/> አገር ለገራላው (Amharic) | <input type="checkbox"/> ຂ້າພະເຈົ້າເວົ້າພາສາລາວ. (Lao) |
| <input type="checkbox"/> أنا اتكلم اللغة العربية. (Arabic) | <input type="checkbox"/> Yie gorngv Mienh waac. (Mien) |
| <input type="checkbox"/> Eu hunumli eul huyepetli (Armenian) | <input type="checkbox"/> म नेपाली बोल्छु (Nepali) |
| <input type="checkbox"/> আমি বাংলা ভাষী। (Bengali) | <input type="checkbox"/> Mówię po polsku . (Polish) |
| <input type="checkbox"/> Ja govorim bosanski jezik (Bosnian) | <input type="checkbox"/> Eu falo Portugês . (Portuguese) |
| <input type="checkbox"/> ကျွန်ုပ်တို့ပြောသော (Burmese) | <input type="checkbox"/> ਇ ਸੁਪੇਅਰ ਪੰਜਾਬੀ (Punjabi) |
| <input type="checkbox"/> 我说中文 (Chinese Simplified) | <input type="checkbox"/> Cunoșc limba Română . (Romanian) |
| <input type="checkbox"/> 我說中文 (Chinese Traditional) | <input type="checkbox"/> Я говорю по-русски . (Russian) |
| <input type="checkbox"/> Ja govorim hrvatski . (Croatian) | <input type="checkbox"/> Oue te tautala faaSamoa . (Samoa) |
| <input type="checkbox"/> اینجانب به زبان فارسی صحبت می کنم (Farsi) | <input type="checkbox"/> Govorim srpski . (Serbian) |
| <input type="checkbox"/> Je parle français . (French) | <input type="checkbox"/> Waxaan ku hadlaa Somali . (Somali) |
| <input type="checkbox"/> Je parle le Français haïtien (French Creole) | <input type="checkbox"/> Yo hablo español . (Spanish) |
| <input type="checkbox"/> Μιλώ ελληνικά . (Greek) | <input type="checkbox"/> أناحدث السودانية (لغوي سوداني) (Sudanese) |
| <input type="checkbox"/> હું ગુજરાતી બોલું છું (Gujarati) | <input type="checkbox"/> Marunong po akong magsalita ng Tagalog . (Tagalog) |
| <input type="checkbox"/> Mwen pale Kreyòl . (Haitian Creole) | <input type="checkbox"/> ฉันพูดภาษาไทย (Thai) |
| <input type="checkbox"/> मैं हिंदी बोलती हूँ (Hindi) | <input type="checkbox"/> እነ ትግርኛ ይዘረብ እየ. (Tigrinya) |
| <input type="checkbox"/> Kuv hais lus hmoob . (Hmong) | <input type="checkbox"/> Я розмовляю українською . (Ukrainian) |
| <input type="checkbox"/> Ana m a sụ Igbo (Igbo) | <input type="checkbox"/> میں اردو بولتا/بولتی ہوں۔ (Urdu) |
| <input type="checkbox"/> Parlo Italiano (Italian) | <input type="checkbox"/> Tôi nói tiếng Việt . (Vietnamese) |
| <input type="checkbox"/> 私は 日本語 を話します (Japanese) | <input type="checkbox"/> יידיש טוען (Yiddish) |
| <input type="checkbox"/> Mi chat Jamiekan langwji (Jamaican Creole) | <input type="checkbox"/> Mo gbọ Yoruba (Yoruba) |
| <input type="checkbox"/> ykt kqhl b (Karen) | |
| <input type="checkbox"/> ខ្ញុំនិយាយភាសាខ្មែរ (Khmer) | |
| <input type="checkbox"/> 본인의 모국어는 한국어입니다 (Korean) | |
| <input type="checkbox"/> نه ز زماتی کوردی ده نالقم. (Kurdish) | |

USDA is an equal opportunity provider and employer.

Student Name: _____

School: _____

Grade: _____



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** · 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Dear Parent/Guardian:

Children need healthy meals to learn. Masconomet Regional School District offers healthy meals every school day at no cost to all students. We receive funding for this through the United States Department of Agriculture (USDA) and the Commonwealth of Massachusetts. Lunch and breakfast at no cost for all of our students is now permanent. We need your help to keep providing free meals to all students in future years.

Completing the meal benefit application can:

- help sustain free meals for our school(s) by increasing access to Federal Funding
- drive funding for educational programs in our community
- help provide free summer meals to all kids, and free meals to kids in childcare in our community.

Families who qualify for free or reduced-price meals for their children can also be qualified for Summer EBT starting in the summer of 2025. Summer EBT provides extra money for groceries during the summer months when kids aren't in school. Your participation can help your family and your community. The information you provide is confidential. We follow strict federal rules to keep your information private.

If you are not receiving Supplemental Nutrition Assistance Program (SNAP) benefits and have been approved for free or reduced-price school meals, you may be eligible for SNAP which provides monthly financial assistance to purchase groceries to Massachusetts residents who qualify. Find out if you are eligible for SNAP today by calling **Project Bread's FoodSource Hotline at 1-800-645-8333** and a counselor can help you apply over the phone. You can also apply on your own online at DTA Connect: <https://dtaconnect.eohhs.mass.gov/apply>

Frequently Asked Questions

DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?

No. Use one *Free and Reduced Price School Meals Application* for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Laurie Zywiak, 20 Endicott Road, Boxford, MA 01921, 978-887-2323 ext. 61020.

SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Laurie Zywiak, 20 Endicott Road, Boxford, MA 01921, 978-887-2323 ext. 61020, lzywiak@masconomet.org immediately.

MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?

Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?

Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

WHO QUALIFIES FOR FREE OR REDUCED PRICE MEALS?

All students in our schools will get free breakfast and lunch at school. But only some students qualify as "eligible" for free meals. These are:

- All children in households receiving benefits from **MA SNAP, MA TAFDC, FDPIR, or specific categories of Medicaid** are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**

- Children who meet the definition of **homeless, runaway, or migrant are eligible for free meals.**
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2024 - 2025			
Household size	Yearly	Monthly	Weekly
1	\$19,578	\$1,632	\$377
2	\$26,572	\$2,215	\$511
3	\$33,566	\$2,798	\$646
4	\$40,560	\$3,380	\$708
5	\$47,554	\$3,963	\$915
6	\$54,548	\$4,546	\$1,049
7	\$61,542	\$5,129	\$1,184
8	\$68,536	\$5,712	\$1,318
Each additional person:	\$6,994	\$583	\$135

HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Irene Duros, 978-887-2323 ext. 11258, iduros@masconomet.org.**

I GET WIC. CAN MY CHILDREN GET FREE MEALS?

Children in households participating in WIC may be eligible for free or reduced price meals. Please send in a completed application.

CAN I APPLY ONLINE?

Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. To begin or to learn more about the online application process. Contact Laurie Zywiak, 20 Endicott Road, Boxford, MA 01921, 978-887-2323 ext. 61020, lzywiak@masconomet.org.

WILL THE INFORMATION I GIVE BE CHECKED?

Yes. We may also ask you to send written proof of the household income you report.

IF I DON'T QUALIFY NOW, MAY I APPLY LATER?

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?

You should talk to school officials. You also may ask for a hearing by calling or writing to: Laurie Zywiak, 20 Endicott Road, Boxford, MA 01921, 978-887-2323 ext. 61020, lzywiak@masconomet.org.

WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced,

use your current income.

WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?

Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?

List any additional household members on a separate piece of paper and attach it to your application. Contact Laurie Zywiak, 20 Endicott Road, Boxford, MA 01921, 978-887-2323 Ext 60120, lzywiak@masconomet.org, **to receive a second application.**

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?

To find out how to apply for **MA SNAP** or other assistance benefits, contact your local assistance office or call **the MA DTA Assistance Line at 1-877-382-2363 (press 7 to apply for SNAP).**

If you have other questions or need help, call **978-887-2323 ext. 61020.**

Sincerely,

Laurie Zywiak
Director of Accounting/Food Service Program Director
7/30/2024

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

This institution is an equal opportunity provider.



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Notice of Direct Certification – Free

Dear Parent/Guardian:

All students will receive free breakfast and lunch at school. School districts are still required to conduct Direct Certification and notify households of the results. This notification is to let you know that your child has qualified for free meals based on Direct Certification.

The child(ren) listed below will receive free meals at school. Students are eligible if they:

- receive **MA SNAP, MA TAFDC** or
- receive Medicaid AND has a family income as measured by the Medicaid Program that does not exceed the National School Lunch Program (NSLP) income guidelines or
- Live in a household with a child that receives Medicaid AND has a family income measured by the Medicaid Program that does not exceed NSLP income guidelines.

If there are other children in your household who aren't listed, they also qualify for free meals.

If you are not receiving Supplemental Nutritional Assistance Program (SNAP) benefits and have been approved for free school meals, you may be eligible for SNAP which provides monthly financial assistance to purchase groceries to Massachusetts residents who qualify. Find out if you are eligible for SNAP today by calling **Project Bread's** FoodSource Hotline at 1-800-645-8333 and a counselor can help you apply over the phone. You can also apply on your own online at DTA Connect: <https://dtaconnect.eohhs.mass.gov/apply>

Name of Child	Name of School

Please contact Laurie Zywiak at 978-887-2323 ext. 61020 if there are other children in your household who attend Masconomet and are not listed above and you would like them to receive free meals at school OR you do not want your children to receive free meals. If you have other children that attend the elementary schools in Boxford, Middleton or Topsfield, please contact your child's school as they also qualify. If you should have any additional questions, please contact us.

Laurie Zywiak
(978) 887-2323 ext. 61020
lzywiak@masconomet.org

Sincerely,

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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-Compliant-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to the 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;
 - (2) fax: (833) 256-1655 or (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Notice of Direct Certification – Reduced Price

Dear Parent/Guardian:

All students will receive free breakfast and lunch at school. School districts are still required to conduct Direct Certification and notify households of the results. This notification is to let you know that your child has qualified for reduced price meals based on Direct Certification. Your Child(ren) will still receive free breakfast and lunch at school.

If there are other children in your household who aren't listed, they also qualify for reduced price meals. Eligible students either:

- Receive Medicaid or
- live in a household with a child that receives Medicaid AND has a family income as measured by the Medicaid Program that does not exceed NSLP income standards.

If you are not receiving Supplemental Nutrition Assistance Program (SNAP) benefits and have been approved for reduced price school meals, you may be eligible for SNAP which provides monthly financial assistance to purchase groceries to Massachusetts residents who qualify. Find out if you are eligible for SNAP today by calling **Project Bread's** FoodSource Hotline at 1-800-645-8333 and a counselor can help you apply over the phone. You can also apply on your own online at DTA Connect: <http://dtaconnect.eohhs.mass.gov/apply>

Name of Child	Name of School
	Masconomet

Please contact Laurie Zywiak at 978-887-2323 ext. 61020 if there are other children in your household who attend Masconomet and are not listed above and you would like them to receive reduced price meals at school OR you do not want your children to receive reduced price meals. If you have other children that attend the elementary schools in Boxford, Middleton or Topsfield, please contact your child's school as they also qualify. If you believe this result may be incorrect, you may submit an application.

Laurie Zywiak
(978) 887-2323 ext. 61020
lzywiak@masconomet.org

Sincerely,

FEDERAL ELIGIBILITY INCOME CHART For School Year 24-25			
Household size	Yearly	Monthly	Weekly
1	\$19,578	\$1,632	\$377
2	\$26,572	\$2,215	\$511
3	\$33,566	\$2,798	\$646
4	\$40,560	\$3,380	\$780
5	\$47,554	\$3,963	\$915
6	\$54,548	\$4,546	\$1,049
7	\$61,542	\$5,129	\$1,184
8	\$68,536	\$5,712	\$1,318
Each additional person:	\$6,994	\$583	\$135

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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-Compliant-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to the 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;
 - (2) fax: (833) 256-1655 or (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** · 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Notice of Household Approval/Denial of Benefits

Dear Parent/Guardian:

You applied for free or reduced price meals for the following child(ren); _____

Your application was:

- ☐ Approved for free meals
- ☐ Approved for reduced price meals. Your child(ren) will still receive meals at no cost.
- ☐ Denied for the following reason(s):
- ☐ Income over the allowable amount
 - ☐ Incomplete application because _____
 - ☐ Other _____

Students approved for reduced-price meals or who are denied will still receive breakfast and lunch at no cost in Massachusetts.

The Commonwealth is supplementing National School Lunch Program funds to ensure all students have access to healthy school meals in Massachusetts. If you are not receiving Supplemental Nutrition Assistance Program (SNAP) benefits, you may qualify if you have been approved for free or reduced meals. You may qualify even if your application has been denied. SNAP provides monthly financial assistance to purchase groceries to Massachusetts residents who qualify. Find out if you are eligible for SNAP today by calling **Project Bread's FoodSource Hotline at 1-800-645-8333** and a counselor can help you apply over the phone. You can also apply on your own online at DTA Connect: <https://dtaconnect.eohhs.mass.gov/apply>

If you do not agree with the decision, you may discuss it with **Laurie Zywiak** at 978-887-2323 ext. 61020 or lzywiak@masconomet.org. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

NAME: SUPERINTENDENT MICHAEL HARVEY

ADDRESS: 20 ENDICOTT ROAD, BOXFORD, MA 01921

PHONE NUMBER: 978-887-2323

E-MAIL: MHARVEY@MASCONOMET.ORG

Sincerely,

Laurie Zywiak, Director of Accounting/District Food Service Director

Date

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

This institution is an equal opportunity provider.



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Dear Parent/Guardian:

Prior to initiating the hearing procedure, the parents or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information and obtain an explanation of data submitted in the application or the decision rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Each LEA is required to develop their own official hearing procedure that is inclusive of all listed below.

The hearing procedure provides for the following:

1. A publicly announced, simple method for making an oral or written request.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing is conducted and the decision made by a hearing official who did not participate in making the decision under appeal or any previously held conference regarding the meal benefit issuance process.
8. That the decision of the hearing official be based in the oral and documentary evidence presented at the hearing and be made a part of the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official and that the decision of the hearing official is binding.
10. That for each hearing a written record be prepared, including the challenge or decision under appeal, any documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official including the reasons thereof and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written record be preserved for a period of 3 years after the close of the school year to which it pertains. These records shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.

During the appeal and hearing procedure:

- A. Children who have been denied benefits upon application shall not receive continued benefits during this period.
- B. Children who have been approved for benefits but are subject to termination or reduction of benefits later in the same school year shall continue to receive benefits if an appeal of the adverse action has been made within the 10-day advance notice period.

Advance notification shall be provided to families who receive a termination of benefits 10 calendar days prior to the actual termination. The notice shall advise households of: (1) the change; (2) the reason for the change; (3) the right to appeal the action within the 10-day advance notice period; (4) instructions on how to appeal and (5) the right to reapply any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the Local Educational Agency.

Any change in benefit status will not impact access to lunch and breakfast at no cost. All students in the district can access lunch and breakfast at no cost regardless of their individual eligibility for free or reduced-price meals.

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

This institution is an equal opportunity provider.



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

We MUST Check Your Application

You must send the information we need, or contact Laurie Zywiak by [date], or your child(ren) will no longer be identified as being eligible for free or reduced price meals. This will not affect your child's access to free meals this school year, but may effect eligibility for other programs.

School: _____ Date: _____

Dear _____:

All students will receive free breakfast and lunch at school. The Commonwealth of Massachusetts has provided money to do this through the State budget. Program regulations requires schools to check some applications to ensure program integrity. Your application was randomly selected. You must send us information to prove that **[name(s) of child(ren)]** **[is/are]** eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. *If you were receiving benefits from **MA SNAP**, or **MA TAFDC** when you applied for free or reduced-price meals, or at any time since then, send us a copy of one of these:*
 - **MA SNAP** or **MA TAFDC** Certification Notice that shows dates of certification.
 - Letter from **MA SNAP** or **MA TAFDC** office that shows dates of certification.
 - Do not send your EBT card.
2. *If you get this letter for a homeless, migrant, or runaway child, please contact Irene Duros 978-887-2323 ext. 11258 for help.*
3. *If the child is a Foster Child:*

Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.
4. *If no one in your household receives **MA SNAP** or **MA TAFDC** benefits:*

Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received. Send information to: **Laurie Zywiak, 20 Endicott Road, Boxford, MA 01921**

Acceptable papers include:

- **Jobs:**

Paycheck stub or pay envelope that shows the amount and how often the pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.
- **Social Security, Pensions, or Retirement:**

Social Security retirement benefit letter, statement of benefits received, or pension award notice.
- **Unemployment, Disability, or Worker's Comp:**

Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.
- **Welfare Payments:**

Benefit letter from the **MA TAFDC** office.
- **Child Support or Alimony:**

Court decree, agreement, or copies of checks received.
- **Other income (such as rental income):**

Information that shows the amount of income received, how often it is received, and the date received.
- **No income:**

A brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.
- **Military Housing Privatization Initiative:**

Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.

- *Timeframe of Acceptable Income Documentation:*

Please submit proof of one month's income; you could use the month prior to application, the month you applied, or any month after that.

If you have questions or need help, please call **Laurie Zywiak** at 978-887-2323 ext. 61020. **You may also e-mail us at lzywiak@masconomet.org.**

Sincerely,

Laurie Zywiak
Director of Accounting/Food Service Program Director
7/30/24

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals. Pursuant to Section 7 of the Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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

This institution is an equal opportunity provider.



We Have Checked Your Application

School: _____ Date: _____

Dear _____:

All students will receive free breakfast and lunch at school. The Commonwealth is supplementing National School Lunch Program funds to ensure all students have access to healthy school meals in Massachusetts. Program regulations requires schools to check some applications to ensure program integrity. This will not affect your child's access to free meals this school year but may affect eligibility for other programs.

The following was determined:

- ☐ Your child(ren)'s eligibility has not changed.
- ☐ Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from reduced price to free** because your income is within the free meal eligibility limits. Your child(ren) will continue to receive meals at no cost.
- ☐ Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from reduced price to free** because your income was verified electronically through the Massachusetts Executive Office of Health and Human Service's Virtual Gateway*, and met the guidelines for receiving free meals. Your child(ren) will continue to receive meals at no cost.
- ☐ Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from free to reduced price** because your income is over the limit. Your child(ren) will continue to receive meals at no cost.
- ☐ Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from free to reduced price** because your income was verified electronically through the Massachusetts Executive Office of Health and Human Service's Virtual Gateway*, and met the guidelines for receiving reduced price meals. Your child(ren) will continue to receive meals at no cost this school year only.
- ☐ Starting **[date]**, **your child(ren) is/are no longer eligible** for free or reduced price meals for the following reason(s):
 - ___ Records show that no one in your household received **MA SNAP, MA TAFDC, or Medicaid** benefits.
 - ___ Records provided electronically through the Massachusetts Executive Office of Health and Human Service's Virtual Gateway* has determined that your income is over the limit.
 - ___ Records show that the child(ren) is/are not homeless, runaway, or migrant.
 - ___ Your income is over the limit for free or reduced-price meals.
 - ___ You did not provide: _____
 - ___ You did not respond to our request.

* The Virtual Gateway is an internet portal designed by the Massachusetts Executive Office of Health and Human Services (EOHHS) to provide the general public, medical providers, community-based organizations, Massachusetts Department of Elementary and Secondary Education, and EOHHS staff with online access to health and human services, allowing for easy access to critical health and human services programs and information. **If you do not agree with the Virtual Gateway eligibility determination, please contact [name] at [phone] to request a paper verification package, which will allow you to submit current income information.**

If your household income goes down or your household size goes up, you may apply again. If you were previously denied benefits because no one in the household received **MA SNAP, MA TAFDC** or **[FDPIR]** benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with **Laurie Zywiak** at 978-887-2323 Ext. 61020. You also have the right to a fair hearing. If you request a hearing by **[date]**, your child(ren) will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: **Michael Harvey Superintendent at 978-887-2323, 20 Endicott Road, Boxford, MA 01921, Mharvey@masconomet.org.**

Sincerely,

Laurie Zywiak

Director of Accounting/Food Service Program Director

7/30/24

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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

This institution is an equal opportunity provider.



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Sharing Information with Medicaid/CHIP

Dear Parent/Guardian:

If your children are qualified for free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (CHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and CHIP that your children are eligible for free or reduced price meals, unless you tell us not to.* Medicaid and CHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or CHIP, fill out the form below and send in.

(Sending in this form will not change whether your children get free or reduced price meals).

☐ **No! I DO NOT** want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below to ensure that your information is NOT shared for the child(ren) listed below:

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call Laurie Zywiak at **978-887-2323 ext. 61020** or e-mail: lzywiak@masconomet.org.
Return this form to: **20 Endicott Road, Boxford, MA 01921.**



SERVING **BOXFORD, MIDDLETON & TOPSFIELD** · 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

Sharing Information with Other Programs

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **the Athletics Department for sports scholarship applications**
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **Guidance Department for testing fees waiver applications**
- ☐ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **Middle School/High School Extra-Curricular Activities for scholarship applications.**

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call Laurie Zywiak at **978-887-2323 ext. 61020** or e-mail at lzywiak@masconomet.org.
Return this form to: **20 Endicott Road, Boxford, MA 01921.**