



WESTBURY

UNION FREE SCHOOL DISTRICT

Dear Parent/Guardian:

As you may know, our District is participating in a federal program as part of the National School Lunch Program called the Community Eligibility Provision (CEP). **Participation in this program means that all students attending Westbury School District are eligible to receive breakfast and lunch at no charge throughout the current school year.**

In order to maintain this meal program at no charge, the district must submit information to the New York State Department of Education. Therefore, we **strongly encourage** all families to complete the Community Eligibility Provision (CEP) household Eligibility Form. Although not mandatory, completing the form will provide the Department of Education with the information it needs for the district to **continue serving breakfast and lunch at no charge and it ensure that our district will continue to receive critical state funding.**

Please have your child return the survey to their homeroom teacher. Should your household contain more than one child enrolled in the district, you will only need to return one form per household.

In the event you require assistance completing the form or should you have any questions, please contact the Nutrition Office at (516) 874-1145.

Sincerely,

Dr. Alvin McDaniel

Assistant Superintendent for Finance and Operations

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:**
usda-complaint@usda.gov

This institution is an equal opportunity provider.