



Office of P-20 Education Policy
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

Letter to Parents for School Meal Programs

Dear Parent or Guardian:

We are pleased to inform you that Pal-Mac Central School will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2024-2025 school year known as The Community Eligibility Program (CEP).

What does this mean for your child(ren) attending Pal-Mac schools?

All students enrolled at Pal-Mac CSD School buildings are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2024-2025 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application but in order to track the benefit of this program and because the information provided helps our district in obtaining other grants and aid please fill out the income information form attached and return it to:

Pal-Mac CSD Food Services
151 Hyde Parkway
Palmyra, NY 14522

You can also fill out the form electronically by going to www.myschoolapps.com and selecting Pal-Mac CSD.

If you have any further questions, please contact us at elesha.wheeler@palmacsd.org or by calling 315.597-3407.

Sincerely,

Elesha Wheeler, Assistant Food Service Director

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.

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