



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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
Special Provision Options (Provision 2 Non-Base Year & Community Eligibility Provision)**

Dear Parent or Guardian:

We are pleased to inform you that [Poughkeepsie City School District](#) 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.

What does this mean for your child(ren) attending the school(s) identified above?

All students enrolled at [Poughkeepsie City School District](#) 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. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If you have any further questions, please contact us at (845) - 451- 4780 *Food Services Department*

Sincerely,

Shameka Watson
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.

This institution is an equal opportunity provider.



Poughkeepsie City School District
Department of Food Services
70 Forbus Street, Poughkeepsie, New York 12603
Ph (845) 451-4780

Shameka Watson
Director

Shamel Tolbert
Assistant to the Director

School year 2024-2025

Dear Parent/Guardian:

Children need healthy meals to learn. Poughkeepsie City School District offers healthy meals every school day. The Poughkeepsie City School District is a CEP District where each student is eligible for free meals. The cost of a second meal for elementary level students is \$1.50 for breakfast and \$2.50 for lunch and dinner. The cost of a second meal for secondary level students is \$1.75 for breakfast and \$3.00 for lunch and dinner.