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

Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(518) 473-8781 Fax (518) 473-0018
www.cn.nysed.gov

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 **Integration Charter Schools**, (comprised of John W Lavelle Prep, New Ventures, Richmond Prep and the Richard and Lois Nicotra Early College Charter Schools)I will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2024-2025.

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

All students enrolled at John W. Lavelle Prep Charter School, Richmond Prep and Nicotra Early College Charter School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each school day of the 2024-2025 school year. New Ventures Charter School students are eligible to receive a healthy dinner at **no charge** to your household. 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. For the duration of hybrid/distance learning, all students are also eligible to receive free breakfast and lunch meals for preparation and consumption at home.

If you have any further questions, please contact us at (347) 855-2238.

Sincerely,

Michael Torres
Director of Operations

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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 P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf(link is external), 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(link is external)

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