



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](http://www.nysed.gov/cn/cnms.htm)

**Letter to Parents for School Meal Programs  
Community Eligibility Provision  
School Year 2023-2024**

Dear Parent or Guardian:

We are pleased to inform you that Mechanicville City School District will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for school year 2023-2024.

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

All students enrolled at Mechanicville City Schools are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 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.

I would like to request that each household complete a Household Income Form. Although this is not required to participate in the meal program the cumulative data from these forms may benefit our school district in other ways. (grants for STEM equipment, computers, athletics etc.) You may find this form at <https://linqconnect.com/public/income-form/new?identifier=RQJ2ZK>

If you have any further questions, please contact me at 1-518-652-2287 or [dmackey@mechanicville.com](mailto:dmackey@mechanicville.com)

Sincerely,

*Deb Mackey*

Deborah Mackey  
Food Service Director  
Mechanicville City School District  
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Mechanicville, NY 12118  
1-518-652-2287  
[dackey@mechanicville.org](mailto:dackey@mechanicville.org)

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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](mailto:program.intake@usda.gov).

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