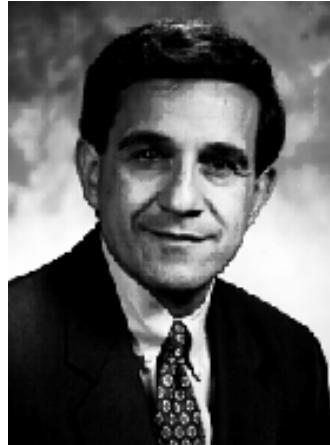


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## Commissioner's Update

May 17, 1996

Dear Superintendents and Charter School Leaders:

I have enclosed four items in this coordinated mailing, and two are especially important for you. They concern the grant opportunities for which you are eligible for fiscal year 1997.

1. **First is the unified request for proposals for FY 97 competitive grants (green cover).** This document includes 11 competitions for state and federal funds totaling approximately \$6.5 million. Please note that applications are due to be postmarked or delivered to Malden by July 15.  
[ No longer available ]
2. **Second is the unified request for proposals for FY 97 entitlement, continuation and other non-competitive grants.** This document includes 43 programs totaling approximately \$290 million. Please note that applications are requested by June 17, particularly for those programs with summer components, or at the latest by July 15.

Please especially note the Executive Summary in each document, which is the second page. I urge you to coordinate your efforts to apply for these grants, by distributing the grant and budget pages to your key staff people, them collecting them and filing your application in one unified package. Also, we will not review applications by weight. In nearly all cases, I have asked for very minimal narrative in addition to the budget pages. And also please recognize that the state budget has not been finalized, so state figures may change, and while the federal budget has been finalized, the specific state program numbers are not yet available. I hope to receive these numbers from the federal government next week and will send them to you immediately.

[ No longer available ]

3. **Third is a listing of summer 1996 programs for mathematics and science teaching.**  
[ No longer available ]
4. **Fourth is [the streamlined nutrition agreement.](#)**

I enjoyed seeing many of you at the MASS spring meeting in Marlboro. Keep up the energy level as we move toward June, and we will have much success.

All the best, and

Sincerely,

**Robert V. Antonucci**  
**Commissioner of Education**

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## National School Lunch, School Breakfast and Special Milk Agreement Renewals

### Memorandum

**TO:** Public School Superintendents, Charter School Leaders, Private School and Residential Child Care Administrators

**FROM:** Robert V. Antonucci, Commissioner of Education

**DATE:** May 16, 1996

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Federal regulations which govern and provide funding for costs associated with the National School Lunch, School Breakfast and Special Milk programs require an annual agreement by local school districts and the State Department of Education.

Last year we streamlined our agreement package, reducing it from 25 pages to two. Attached is the agreement package for this year which we have refined even more.

The FY'97 renewal of the policy statement is being sent out early so that all programs will be approved by September 1, 1996 to launch the start of the new school year. This will simplify and speed up the processing of payments.

School programs simply need to renew the agreement and policy statement. The FY'95 agreement and policy statement should be reviewed and understood by school administrative and program staff. If the districts' food service program remains unchanged, the appropriate notation would be made, titles checked and the authorized representative should sign. If there are changes, make the notation/revision, attach to the agreement, sign and return. Enrollment and other data, previously requested on the forms, will be collected from a separate sheet sent to Food Service Directors. During the year if you make changes to the program, please notify Nutrition Programs and Services to incorporate the changes into your agreement.

Schools contracting for food service management need to submit a copy of that contract for review. Annual contract extensions should be submitted also. A contract is for the duration should be submitted also. A contract is for the duration of no longer than one year with the options for yearly renewals not to exceed four additional years.

The completed and signed agreement should be returned to the Department of Education, c/o Nutrition Programs and Services, by June 14, 1996. If you need assistance, please call (781)338-3000. Thank you for your work in ensuring the success of school meal programs for children.

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**FY97 POLICY STATEMENT AND AGREEMENT / APPLICATION  
RENEWAL FOR THE NATIONAL SCHOOL LUNCH, SCHOOL  
BREAKFAST, SPECIAL MILK, COMMODITY SCHOOL AND  
COMMODITY DISTRIBUTION PROGRAMS**

---

**Agreement Number** \_\_\_\_\_

**Special Milk Agreement Number** \_\_\_\_\_

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The \_\_\_\_\_ is renewing its FY95 State approved Free and Reduced Price Policy Statement and agreement for the Fiscal Year 1997 with the following changes and/or additions:

**I. There are no changes/amendments** to the approved FY95 Policy Statement and Annual Agreement. The District is utilizing State Agency prototype application, letter to households, notification letter and income eligibility guidelines effective July 1, 1996 - June 30, 1997.

**OR**

**II. Changes have occurred** in the following areas and descriptions have been attached: (See instructions)

\_\_\_ Change in procedures for distributing or accepting applications

\_\_\_ Current or revised letter to households (**attach copy**)

\_\_\_ Revision or changes to application for free and reduced price meals (**attach current copy**)

\_\_\_ Notification of eligibility to household (**attach copy**)

\_\_\_ Utilized hearing procedure (7CFR 245.7) and Nondiscrimination practices (7 CFR 245.8)

\_\_\_ Notification of selection for verification (**attach copy if State Agency prototype not utilized**)

\_\_\_ Revision to letter of adverse action (**attach copy if State Agency prototype not utilized**)

\_\_\_ Provision I (Special Assistance Certification)

\_\_\_ Provision II (Reimbursement Alternative - 80% of eligibility)

Authorization is designated to \_\_\_\_\_

\_\_\_\_\_ as a representative for processing of food distribution and finances in this District to sign "Claims for Reimbursement" in connection with the National School Lunch, School Breakfast, Special Milk, Commodity School and Commodity Distribution Programs. I further certify that the information on this application is true and correct to the best of my knowledge. All listed feeding sites will operate in accordance with our present Agreement including all amendments to Federal and State regulations governing the Child Nutrition Programs for the period July 1, 1995 - June 30, 1996.

**Signature of Superintendent** \_\_\_\_\_

**Date** \_\_\_\_\_

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## **RENEWAL POLICY STATEMENT FOR FREE REDUCED PRICE MEALS**

**Instructions** - If there are no changes to your FY95 policy and application, please place an X in number one (I.) then sign and return. If there are changes, please place an X in number two (II.) then indicate changes, sign and return.

**\*Eligibility Guidelines**-For approval of benefits for free and reduced price meals, the district utilizes income eligibility guidelines for July 1, 1996-June 30, 1997.

**Collection Procedures**- If the collection procedure that you noted on the Policy Statement for FY95 has changed, please attach a description of the new procedure now implemented in your system.

**Determining Official and/or Hearing Officials**- If the determining and/or hearing official has changed for FY97, please attach that information.

**Distribution of Applications**- If the manner in which you are distributing the free and reduced price applications has changed, please attach description of the new distribution method.

**\*Letter to Households**- If State Agency prototype not utilized, please attach copy of letter to households regarding participation in the free and reduced price meals program.

**\*Free and Reduced Price Meals Application**- If State Agency prototype not utilized, please attach copy of free and reduced price meals application utilized this fiscal year.

**\*Notification of Eligibility**- If State Agency prototype not utilized, please attach copy of letter of notification to each household regarding benefit level.

**\*Hearing Procedure**- If State Agency prototype not utilized, please attach copy.

**Verification**- If the State Agency prototype for notification of verification is

not utilized, please attach copy of letter being sent to households this year.

**Adverse Action-** Attach a copy of the Adverse Action letter if State Agency prototype not utilized.

\*These forms have been sent previously under separate cover.

**If you have any questions or require assistance in completing this form, please contact:**

**Massachusetts Department of Education  
School Nutrition Programs  
350 Main Street  
Malden, MA 02148  
(781)338-3000**

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