



# HARTFORD

## CENTRAL SCHOOL DISTRICT

### Message from the Superintendent

The 2020-2021 school year has been a unique and remarkable experience for our entire educational community. Our ability to provide a welcoming and positive educational experience for all of our students, while in a socially distanced, and masked environment has been a challenge. However, our faculty, staff, students, parents, guardians, and family members have risen to the challenge as we continue to adjust, preserve, and overcome.

On Wednesday, September 2, and Thursday, September 3, the district held Superintendent's Conference Days to finalize our preparations for the 2020-2021 school year. On our first Superintendent's Conference day each school year, I try to advance a yearly theme for our faculty and staff. This year my theme was "Choosing Extraordinary Results Through Cooperation." I challenged the faculty and staff to appreciate the unique circumstances we are experiencing, and to understand that although the traditional ways in which we have operated have been altered, and that we are in the process of completely transforming our delivery of services, we can still choose to be successful.

The COVID-19 pandemic has forced school districts across the country, including Hartford, to adhere to a wide range of new social distancing and health protocols. These protocols have changed the way districts look, feel, and provide services. While these changes can be intimidating, I firmly believe that we, as a district, can overcome, and that as a school community we can choose to be successful. We can appreciate the obstacles in our path, and respect their difficulty, but ultimately we can still choose victory. However, this can only be achieved through cooperation and unity, and we must be one team striving to work together for our students. If we look for the good and realize the greater purpose in our work, despite the new restrictions and regulations, we can still provide an exceptional educational experience for our students.

HARTFORD  
CENTRAL SCHOOL DISTRICT

### CHOOSING EXTRAORDINARY RESULTS THROUGH COOPERATION

As you will notice in this newsletter, despite the pandemic, there is a lot of positive activity in the district. The district is continuing to explore ways we can improve the educational experience of all of our students. We are introducing new technologies, establishing community partnerships for student services, working to maintain and improve the building infrastructure, and many other new and exciting ventures, while maintaining fiscal responsibility and adhering to the recommendations from the Department of Health and the Center for Disease Control.

I am extremely proud to work for and represent the Hartford Central School District. It is my honor to work with our faculty and staff and to shape, mold, and cultivate our students. I truly believe the Hartford CSD is a community of educators who keep the interests of the students at the forefront, never settle for average, communicate with our stakeholders, including each other, and work together as a team under a shared vision, and I am extremely proud to be a member of this team.

A handwritten signature in black ink, appearing to read "Andy Cook". The signature is stylized with a large, looped 'A' and a cursive 'C'.

## MESSAGE FROM PRINCIPAL DUPUIS

Dear Parents, Guardians and Community Members,

I'm taking this opportunity to thank our faculty/staff, students, and families for a successful start to the 2020-2021 school year. I am very proud of the hard work that went into successfully executing our reopening plan. Although the year has been full of challenges and obstacles, we persevered and continue to remain open for in-person instruction. I encourage everyone to continue to adhere to CDC and DOH guidelines, so the Hartford Central School District can continue to remain open for in-person instruction.

### Technology

- Teachers use Google Meet to connect with students for remote learning.
- Teachers are incorporating several new apps and tech tools into their instruction to increase student engagement and collaboration. Apps include Flipgrid, Jamboard, and breakout rooms. Ask your child(ren) about these apps.
- It is important for students to bring their Chromebook and charger to school daily. Devices need to be charged and ready for use each day.
- If a student is having tech trouble they need to let Mrs. Getty in the main office know.

### Extra-Curricular Activities

- We will appoint class and club advisors on an as needed basis. Currently, we have appointed the junior and senior class advisors.
- We are in the process of reviewing which clubs/groups may be able to participate virtually.

### Sports

- High risk winter sports (basketball) are postponed until further notice pending the Governor's approval.

### Attendance

- Daily attendance is required for all students including remote learning days.
- If a student has an appointment and will miss in-person or remote instruction please contact Linda Parrott-Fuller in the Guidance Office at 518-632-5222 ext. 306.
- Staying home for in-person learning simply because a student does not want to attend school that day is not a legitimate reason to stay home. Students perform better academically when they have more in-person contact time with their teachers. Allowing students to pick and choose when they want to attend school will likely make the transition back to school harder than it should be once

students are obligated by New York State to attend school regularly.

- There are only two legitimate reasons for a student to stay home on in-person days:
  1. An illness
  2. COVID exposure/quarantine
- If a student will be learning remotely due to illness, or COVID exposure/quarantine please contact Alyssa Arlen, School Nurse at 518-632-5222 ext. 398.

### First Quarter Academic Highlights

- Principal's List (94.5-100) 29 students
  - Honor Roll (89.50-94.4) 41 students
  - Merit Roll (84.5-89.4) 43 students
  - See our website [hartfordcsd.org](http://hartfordcsd.org) for student names
- Congratulations and keep up the good work!

### Extended In-Person Learning Calendar

- We will continue with our hybrid schedule for students in grades 6-12. See the extended in-person learning calendar through February on the adjacent page.

### Fully Remote Learners

- Material pickup for remote learners will continue to be on Fridays from 8:00 a.m. - 3:30 p.m.

### Donations

Thank you to our retired teachers for their generous donations of school supplies for our teachers and students. Also, through a generous monetary donation from a retired teacher we were able to purchase earbuds for all of our students. We truly appreciate their generosity and willingness to support our students and teachers.

### Communication

- We want to hear from you. Please reach out to us with any questions, concerns, or suggestions at 518-632-5222 ext. 307.
- Teachers are available via email or by phone to discuss your child's progress or answer any questions.

I appreciate your continued support, patience, and flexibility as we navigate through these challenging times. Continue to stay well and be positive. We are Tanager Strong!

*Mrs. Shelley Dupuis*

Middle/High School Principal  
[sdupuis@hartfordcsd.org](mailto:sdupuis@hartfordcsd.org)  
518-632-5222 ext. 307

## ADAPTING TO HYBRID LEARNING

When our students, faculty, and staff left school on Friday, March 13, 2020, it is doubtful any of them imagined it would be the last day of in-person learning for the 2019-2020 school year. The COVID-19 pandemic forced students, teachers, parents, and guardians to quickly transition to remote learning without any formal training, equipment, or other resources. This was truly a sink or swim situation, and our teachers, students, and their families successfully navigated the uncharted waters through the end of the 2019-2020 school year.

With plenty of input, planning, and preparation, we were happy to safely welcome our students back through our doors for the 2020-2021 school year. While our elementary students (UPK-grade 5) are learning in-person daily, our older students (grades 6-12) are learning via a hybrid model comprised of a combination of in-person and remote learning. This is one of many efforts the district has undertaken to adhere to physical distancing guidelines.

Students in grades 6-8 attend remote classes on Wednesdays and Thursdays, and in-person classes on Mondays, Tuesdays. Students in grades 9-12 attend remote classes on Mondays and Tuesdays, and in-person classes on Wednesdays. Fridays alternate between in-person and remote for the two groups.

Students are responsible for daily attendance and participation. Dress code policies are still in effect, whether they are in-person or remote learners. Teachers instruct from the classroom to in-person students, while remote students receive the lesson in real time via live stream. There are also overflow rooms to accommodate students learning in-person, but receiving the lesson virtually in order to maintain social distancing in the classroom. Students who opted to learn 100% remotely participate in the real time live stream classes in addition to classes that were recorded.

Although there is no substitute for in-person learning, we are providing the best learning experience possible to our students. Embracing the available technology has greatly helped us quickly pivot to remote learning in March. Many of our teachers were already using Google Classroom and other online tools to complement in-person learning. Many students were already using technology to collaborate with their peers and complete their assignments. This familiarity provided some normalcy in transitioning to remote learning. These skills will be valuable as students transition to college, where they will need to study independently. These same skills and discipline are also needed in the workforce.



**Mrs. Megan Capone takes attendance for her in-person and remote students.**



**Remote students and in-person students are able to see each other and interact during class.**

GRADE LEVEL	IN-PERSON INSTRUCTION	REMOTE INSTRUCTION
Grades 6-8	Mondays, Tuesdays, and Fridays 1/4, 1/5, 1/8, 1/11, 1/12, 1/19, 1/22, 1/25, 1/26, 2/1, 2/2, 2/5, 2/8, 2/9, 2/22, 2/23, 2/26	Wednesdays, Thursdays, and Fridays 1/6, 1/7, 1/13, 1/14, 1/15, 1/20, 1/21, 1/27, 1/28, 2/3, 2/4, 2/10, 2/11, 2/12, 2/24, 2/25
Grades 9-12	Wednesdays, Thursdays, and Fridays 1/6, 1/7, 1/13, 1/14, 1/15, 1/20, 1/21, 1/27, 1/28, 2/3, 2/4, 2/10, 2/11, 2/12, 2/24, 2/25	Mondays, Tuesdays, and Fridays 1/4, 1/5, 1/8, 1/11, 1/12, 1/19, 1/22, 1/25, 1/26, 2/1, 2/2, 2/5, 2/8, 2/9, 2/22, 2/23, 2/26

## MESSAGE FROM MRS. MANNIX

Dear Parents, Guardians and Community Members,

It is wonderful to have students in the building! I would like to thank all of you who took the time to view our Open House video to learn more about our elementary school and specifically, the new procedures in place to keep everyone safe and healthy. The video is still available on our school website. Involvement in your child's education will have positive long-term effects on their academic success, and your extra support at home is more important than ever this year, as we try to address foundational skills that were missed during last Spring's school closure. Research indicates that students with involved parents earn higher grades and test scores, attend school regularly, have a more positive attitude about school, better social skills, fewer behavior problems, increased self-esteem, consistently complete their homework, and are more likely to graduate and pursue post-secondary education.

One of our goals at the elementary level is to recognize as many students as possible for their accomplishments. We have made changes to our monthly Citizens' Assemblies so they can be held virtually and students can still be recognized in front of their peers. At the end of each month, students are recognized for upcoming birthdays, Citizens' of the Month, Bus Riders of the Month, Bucket Fillers, Soaring Tanagers, Chronicle entries, student successes, etc. This is a wonderful opportunity for us to recognize students and remind them about the great things they are doing to make our school and community a better place! We are off to a great start in recognizing many students during these first few months of school.

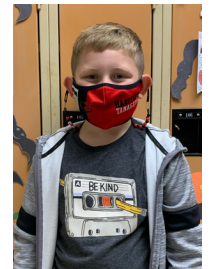
Thank you to the Hartford firefighters who created a video about fire safety. October 4-10 was Fire Prevention Week and a video was the best way, under the current circumstances, to get important fire safety information out to students. The younger students enjoyed receiving a firefighter hat too! I hope every family takes the time to create a home fire escape plan, check their smoke detectors, change batteries, and remind children about important fire safety rules. We greatly appreciate the Hartford firefighters for their dedication to our community and the time they volunteer, especially in teaching our youngsters about fire prevention.

Thank you to parents for participating in parent-teacher conferences via phone or video conference in November. I appreciate everyone's flexibility during this unusual time. It is amazing to experience all of the new ways we have all learned to communicate! As always, please do not hesitate to contact myself or your child's teacher with any questions, ideas, concerns, or thoughts. Also, please make sure you check Class Dojo regularly, as teachers often post important information and reminders on a daily or weekly basis. I believe that together we can make a difference!

Students have been doing a wonderful job following social distancing guidelines and wearing their masks. I want everyone to remain diligent about this so we can continue to have in-person instruction in a healthy environment. Students are going outside for recess and physical education class, so please make sure students are dressed appropriately for the weather with hats, gloves or mittens, and a heavy coat each day. Thank you for your continued support at home.

Have a wonderful holiday season. May 2021 be a better year!

*Mrs. Bethellen C. Mannix*  
Elementary Principal/CSE Chair  
bmannix@hartfordcsd.org  
518-632-5222 ext. 120



**We have embraced technology to still recognize our students each month virtually. We recognize Citizens' of the Month, Bus Riders of the Month, Bucket Fillers, Soaring Tanagers, upcoming birthdays, and more!**





### George Marshall Long-Term Substitute Physics and Chemistry

Mr. Marshall is a Shenendehowa High School graduate. He earned his

bachelor's degree in physics from SUNY Plattsburgh; a master's degree in nanoscale engineering from SUNY Albany/CNSE; and a master's degree in education - physics from Western Governors University. Mr. Marshall brings a wealth of well-rounded applicable experience to the district, having held positions as a laboratory researcher, a software developer, and a camp counselor. He is looking forward to engaging students through fun lessons. When Mr. Marshall is not teaching he enjoys biking, reading, hiking, chess, video games, board games, and obviously enjoys cooking. He resides in Clifton Park with a very cranky pet bearded dragon.



### Kaitlin Tripp School-Based Clinician

Ms. Tripp is a Hartford CSD graduate. She earned her bachelor's degree in social work from SUNY Plattsburgh and a master's degree in social work from Edinboro University. Ms. Tripp's

counseling services are contracted with the district through Northern Rivers, where she has been employed for nearly three years. Prior to that she worked in the Waiver/Health Home Programs before transferring to the Behavioral Health Clinic. Ms. Tripp looks forward to getting to know the school community. In her free time she enjoys reading, running, spending time outdoors, and spending time with her two cats Zoey and Finley. You can learn more about the counseling services available to our students on page six of this newsletter.



### Winter Safety Tips

1. Never play on snow banks on or near the road.
2. Never build snow forts or snow tunnels.
3. Never sled on snow banks or hills near the road.
4. Never assume ponds, rivers, or lakes are frozen even if they appear to be.
5. Dress properly. Wear bright clothing. Hats, winter coats and boots will keep you warm and safe from frost bite. Be sure to tuck in loose clothing such as scarves and strings.
6. Play outside with at least one other person. Be sure to answer adults/siblings/friends if they call for you.

### Winter School Bus Safety Tips

1. Allow extra time to get to your bus stop.
2. Wear bright clothing so the bus driver can see you in the early morning and late evening.
3. Stand away from where the bus stops. Buses need extra room to stop when there is snow and ice.

### Waiting at the Bus Stop

1. Don't play in the snow while waiting for the bus. Don't throw snowballs at the bus or anyone else.
2. Don't slide on the snow or ice patches in driveways or on the street.
3. Don't push or shove around the bus. Someone could fall down on the ice and get hurt.

Please be advised that the Hartford Central School District Transportation Policy 705.04 prohibits our drivers from releasing a student in grades K-3 without a parent/guardian or appropriate sitter visible. If you would like a Request for Exception form for this policy, please contact Mrs. Nims at 632-5222 ext. 101. Thank you for your cooperation and for understanding that this policy is designed for the safety of your child/children.

## DISTRICT PARTNERS WITH COUNSELING PROVIDER

### OFFICE HOURS

8:00 a.m. - 4:00 p.m.

Every other  
Monday  
Tuesday  
Wednesday

### SCHEDULE AN APPOINTMENT

Families can contact their school faculty or staff to place a referral for services or families can contact Client Engagement Specialists for a self-referral at  
518-426-2687

To learn more visit  
[parsonscenter.org](http://parsonscenter.org)

Hartford Central School District is pleased to announce they have partnered with Northern Rivers (formerly Parsons Child & Family Center) to provide school-based behavioral health services on-site. These services are designed to provide a variety of services to school age children who have social, emotional, or behavioral needs.

Kaitlin Tripp has been placed to the district to provide this service. You can learn more about Ms. Tripp on page 5 of this newsletter.

The services include:

- Individual counseling
- Family counseling
- Psychiatric consultation
- Medication management
- Participation in CSE meetings and other school meetings

The benefits of this service include:

- The immediacy in which staff can help address issues in the moment
- The convenience of having the services provided at the school means students will miss less classroom time as they do not need to leave for appointments
- Working parents do not need to miss time from work to provide transportation to appointments
- An increase in position interaction between parent and child
- A greater success for the child at school and home
- Case management, psychiatric consultation, and medication management for students is available to complement the counseling



### Consent to Release Free or Reduced Price Eligibility Information

School officials may release information that shows that my child/children are eligible for free or reduced price meals or free milk. I understand the information will only be provided to the program(s) I check below, and I understand that I give up my right to confidentiality for these programs:

- ☐ Federal health programs such as Medicaid or Children's Health Insurance Program (CHIP).
- ☐ State or federal programs such as the Youth Summer Work program or the Educational Talent Search Program.
- ☐ Local health and education programs and other local programs that provide benefits such as free textbooks or school supplies, free band instruments, or reduced fees or summer school or driver education.
- ☐ Community programs such as holiday baskets, summer arts and playground programs.

Name(s) of Child/Children: \_\_\_\_\_

I certify that I am the parent/guardian for the child/children for whom the application was made.

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Date Withdrew \_\_\_\_\_

Attachment Va F \_\_\_ R \_\_\_ D \_\_\_

**2020-2021 Application for Free and Reduced Price School Meals/Milk**

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call 518-632-5222 ext. 273 if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:** **Hartford Central School District**  
**4704 State Route 149**  
**Hartford, NY 12838**

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

**All Household Members (including yourself and all children that have income).**

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

\*Last Four Digits of Social Security Number: XXX-XX-\_\_ \_\_ \_\_ \_\_

 I do not have a  
 SS# ☐

\*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Address: \_\_\_\_\_

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or LatinoRace (Check one or more) : ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Island ☐ White**DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY**

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)**  
 Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

☐ SNAP/TANF/Foster☐ Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_☐ Free Meals ☐ Reduced Price Meals ☐ Denied/Paid

Signature of Reviewing Official \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_

### School Meal Programs 2020-2021

Children need healthy meals to learn. **Hartford Central School District** offers healthy meals every school day. Breakfast costs **\$1.00**; lunch costs **\$1.80**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.25** for breakfast and **\$0.25** for lunch. To apply for free or reduced meals, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete the enclosed application, sign it, and return it to the school as soon as possible. We cannot approve an application that is not complete, so be sure to fill out all required information.

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.*
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail the school homeless liaison or migrant coordinator to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call school at 632-5222, ext. 273 if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first 30 days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes, and we may also ask you to send written proof.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Andrew Cook, Superintendent of Hartford Central School, PO Box 79, Hartford, NY 12838, phone 632-5222.
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you.
14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. **WE ARE IN THE MILITARY.** Do we include our housing allowance as income? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

**How to Apply:** To get free or reduced price meals for your children you may submit an Eligibility Letter for Free Meals/Milk (formerly Direct Certification Letter) received from the NYS Office of Temporary and Disability Assistance, OR carefully complete one application for your household and return it to the designated office. If you now receive Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a food stamp, TANF or FDPIR case number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your food stamp or TANF case number or complete the income portion of the application.



## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Free Meals/Milk Eligibility Letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions. Sign the application and return the application to the Cafeteria Manager. If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approval of your application.

### **PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.**

1. Print the names of the children, including foster children, for whom you are applying on one application.
2. List their grade and school.
3. Check the box to indicate a foster child is living in your household, and check the box for each child with no income.

### **PART 2 HOUSEHOLDS RECEIVING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART**

1. List a current Food Stamp, TANF, or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
2. An adult household member must sign the application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a food stamp case number, TANF or FDPIR number.

**PART 3** Before completing an application for a child who may be homeless, a migrant education student, or runaway, please call your school's homeless liaison or migrant education coordinator: Mrs. Wendy Harrington at (518) 632-5222 ext. 505

### **PARTS 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5**

- (1) Write the names of everyone in your household, whether or not they receive income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if additional space is needed.
- (2) Write the amount of current income each household member receives, before taxes or anything else taken out, and indicate where it came from, such as earnings, welfare, pensions, and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received; weekly, every other week (bi-weekly), 2 x per month, monthly. In no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Developmental Block Grant; TANF; and At Risk Child Care Programs should not be considered as income for this program.
- (3) The application must include the last four digits only of the social security number of the adult who is signing PART 5 if Part 4 is completed. If the adult does not have a social security number, check the box. If you listed a food stamp, TANF or FDPIR number, a social security number is not needed.

**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children Health Insurance Program (CHIP). In order to determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

## USE OF INFORMATION STATEMENT

Privacy Act Statement: This explains how we will use the information you provide us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to provide the information, but if you do not, we cannot approve your child for free or reduced meals. You must include the last four digits of the social security numbers of the adult household member signing the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance, or Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

## DISCRIMINATION COMPLAINTS

The U.S. Department of Agriculture (USA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, family or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment).

If you wish to file a Civil Rights complaint or discrimination, complete the USDA Program Complaint Form (PDF), found online at [www.usda.gov/complaint](http://www.usda.gov/complaint); at any USA office; or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form: Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W. Washington, D.C. 20250-9410, by fax at (202) 690-7442 or e-mail at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**2020-2021 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,588	\$ 1,383	\$ 692	\$ 638	\$ 319	1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
2	\$ 22,412	\$ 1,868	\$ 934	\$ 862	\$ 431	2	\$ 31,894	\$ 2,658	\$ 1,329	\$ 1,227	\$ 614
3	\$ 28,236	\$ 2,353	\$ 1,177	\$ 1,086	\$ 543	3	\$ 40,182	\$ 3,349	\$ 1,675	\$ 1,546	\$ 773
4	\$ 34,060	\$ 2,839	\$ 1,420	\$ 1,310	\$ 655	4	\$ 48,470	\$ 4,040	\$ 2,020	\$ 1,865	\$ 933
5	\$ 39,884	\$ 3,324	\$ 1,662	\$ 1,534	\$ 767	5	\$ 56,758	\$ 4,730	\$ 2,365	\$ 2,183	\$ 1,092
6	\$ 45,708	\$ 3,809	\$ 1,905	\$ 1,758	\$ 879	6	\$ 65,046	\$ 5,421	\$ 2,711	\$ 2,502	\$ 1,251
7	\$ 51,532	\$ 4,295	\$ 2,148	\$ 1,982	\$ 991	7	\$ 73,334	\$ 6,112	\$ 3,056	\$ 2,821	\$ 1,411
8	\$ 57,356	\$ 4,780	\$ 2,390	\$ 2,206	\$ 1,103	8	\$ 81,622	\$ 6,802	\$ 3,401	\$ 3,140	\$ 1,570
Each Add'l person add	\$ 5,824	\$ 486	\$ 243	\$ 224	\$ 112	Each Add'l person add	\$ 8,288	\$ 691	\$ 346	\$ 319	\$ 160

BOTH of the above income eligibility scales should appear in the Public Announcement/release to the media (Attachment II)

ONLY the reduced price income eligibility scale can appear in the Letter to Parents (for those schools participating in the National School Lunch or Breakfast Program). (Attachment VII)

ONLY those schools that participate in the Special Milk Program and offer Free Milk can publish the Free Eligibility Scale in both the Public Announcement and the Letter to the Parent.

**Please note: *Incomes indicated on the free and reduced price eligibility scales are maximum amounts.***

## ALUMNI SPOTLIGHT



**Michelle (Smith) Gallo and Jeff Gallo on their wedding day**

Living and learning in a small town doesn't limit our students from pursuing lives beyond their front doors. This holds true in describing Michelle (Smith) Gallo's journey, as she is living her best life working for the largest food and beverage company Nestlé, while attaining joy and balance with her husband and young family.

Upon graduating from Hartford CSD in 2004, Michelle attended Siena College where she earned her bachelor's degree in marketing and graduated in 2008. Michelle was fortunate to start her marketing career two weeks after graduation at AngioDynamics, a medical device company, in brand management. Michelle was later promoted to product management, with the company paying for the majority of her graduate work. During this time she attended the executive weekend MBA program at the University of Albany for twenty-two months to earn a master's degree in business administration in 2014.

It was work that led Michelle and her husband Jeff to each other while working together in the medical device industry. Jeff was born and raised in Connecticut and works for Boston Scientific in the interventional oncology division, managing the

New York City territory. They began dating in 2013; moved to Greenwich, CT in 2015; and then married in Central Park in September 2016. After the birth of their son Vincent in August 2017, and daughter Caroline in November 2019, they made the decision that they wanted to raise their children in upstate New York, and be closer to family. They purchased a home in Saratoga Springs in May 2020.

Michelle has since left the medical device industry and has transferred her marketing skills and experience to Nestlé Waters, as the national manager on the strategy and business development team that is responsible for the Costco business. She manages the relationship with Costco, a third party sales company, and the internal partners who play a role in the success of the program. Michelle was previously a senior product manager for the dispenser business as part of the demand generation team where she led the strategy development, acceleration of the dispenser business model, and day-to-day business planning and management.

Michelle said she holds many fond memories of Hartford CSD, but a really special one was being on the girls' sectional championship basketball team her senior year. This was the first ever sectional championship in any sport in the school. Michelle is very proud the girls' basketball kicked it off for Hartford. Michelle also looks back fondly on the education she received from Hartford CSD and reflected on how well-prepared she was for college classes. She also cherishes the life-long relationships she's made,

especially with Coach and Mrs. Janine Thomas.

Michelle's advice to students at Hartford (and all small towns) is to think bigger and not limit their dreams or think their potential is less than someone else's because of growing up in a small town. Michelle stated, "I've been very open in the corporate world from sharing with peers to executives about where I was raised, what it was like and how it shaped me into the person I am today. Be proud of where you're from. With everything happening in the world right now embrace the fact that you might be a little bit sheltered from it all. I don't think there has ever been a better time to enjoy that."

Michelle also advises seniors not to stress out too much over the age-old question "Where do you see yourself in ten years?" It's okay to not have an answer and Michelle recalls not really knowing how to reply. Even if she had, she doubts it would be close to her actual life path. She said, "I've learned to live in the moment, adapt and enjoy the journey, not only focus on the goal and destination, not exactly a strength of mine when I was younger. Let happiness be your measure of success."



**Michelle (Smith) Gallo and husband Jeff with children Vincent and Caroline.**

# HARTFORD

## CENTRAL SCHOOL DISTRICT

4704 State Route 149, Hartford, NY 12838  
518-632-5222 • [www.hartfordcsd.org](http://www.hartfordcsd.org)



### Administration

Andrew Cook, Superintendent  
Shelley Dupuis, Middle/High School Principal  
Bethellen Mannix, Elementary Principal

### Board of Education

Brian Getty, President  
Janine Thomas, Vice-President  
Philip Jessen  
Adam Fish  
Ron Smith

Hartford Central School, a community of educators, students, parents, and friends, dedicates itself to developing citizens who are productive and compassionate, and who, through their creativity and responsibility, will be assets to the greater community.

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Our faculty and staff generously donated canned goods and potatoes to the 19th Annual HCS Turkey Trot held virtually this year.

Students Mason Forbes and Reid Robbins have consistently volunteered at the Hartford Food Pantry for the past several years. The two students and Superintendent Cook recently connected with the pantry's director, Pete Klaiber to transfer the items to him. Mr. Kaibler said, "Many thanks to the faculty and staff for the very generous donation of food just in time for our final opening prior to Thanksgiving. We had a busy Saturday morning after picking up the food. Our clients were most appreciative of all we had to offer."

**REMINDER!**  
**Families can sign up for**  
**FREE & REDUCED LUNCH any time during the year. See form inside.**