



**NEEDHAM PUBLIC SCHOOLS**  
 Nutrition Services Department  
 1330 Highland Avenue, Needham, MA 02492  
 Phone: (781) 455-0400 x11219

**SHARING INFORMATION WITH OTHER PROGRAMS**

Dear Parent/Guardian:

If you qualify for Free & Reduced Meals, you may also qualify for other benefits in the Needham Public Schools, including scholarships, fee waivers or fee reductions to student programs and extracurricular activities.

The information reported on this application may be shared with other programs for which your child(ren) may qualify. For the following programs, we must have your permission to share your information. Completing this form will not change whether your child(ren) gets free or reduced price meals.

The School Department will not issue *eligibility-based* scholarships, fee waivers or fee reductions to your child(ren) UNLESS you check yes to the applicable sharing sections, and sign and date below. Parents who opt NOT to share their free and reduced price meals eligibility information can still request other forms of financial assistance by contacting their School Principal, or by completing the annual demographic information update form in PowerSchool

Yes! I **DO** want Nutrition Services to share information from my free and reduced price school meal application with teachers, administrators and staff members for the purpose of receiving scholarships, fee waivers or fee reductions to the following student programs and extracurricular activities: **Pupil Transportation** (to and from school); **Middle School and High School Sports**; **Summer Sports Clinics**; **Book/Equipment Sales** (Calculators, Yearbooks; Student Planners, Recorders, BSO/Opera Tickets, World Language Exam Fees, Lost Books, Locks for Student Lockers); **High School Parking** fees; **High School AP/PSAT Testing** fees; **School Performing Groups** (including Pollard Jazz Band & Treble Choir, Elementary Honors Band, Elementary Strings, Elementary Choir, Town Orchestra, Pollard Middle School, Honors Wind Ensemble); **Elementary Instrumental Group Lesson** fees; **Middle School and High School Theatrical Production** fees; **Needham Community Education (NCE) Programs** (NCE Elementary After-School, NCE Middle After-School, Summer School, Adult Education, Private Music Instruction); **School Field Trips**; **Student Activities** (Prom, etc.); and **Other School Programs** if there is a benefit to me.

No! I **DO NOT** want my information from my free and reduced price school meal application shared with any of the aforementioned programs or individuals.

If you checked **yes** above, fill out the form below to ensure that your information is shared for the child(ren) listed below.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

For more information, you may call Danielle Collins, Nutrition Services Director at (781) 455-0400 x11219 or e-mail: [danielle\\_collins@needham.k12.ma.us](mailto:danielle_collins@needham.k12.ma.us). Return this form to: Needham Public Schools, Nutrition Services Department, 1330 Highland Avenue, Needham, MA 02492.

**Non-Discrimination Statement:**

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

This institution is an equal opportunity provider.