

Mayfield CSD Community Eligibility Provision (CEP) Household Income Eligibility Form

Mayfield CSD is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in the school will receive meals/milk at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call Susan Frank at (518) 464-5133 or email susan.frank@neric.org if you need help.

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

Student Name	School	Grade/Teacher	Foster Child	No Income
			<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 5, and sign the application.

Name: _____ CASE # _____

3. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

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"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

4. Signature: An adult household member must sign this application.

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 may receive 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 _____

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	Total Household Income/How Often:	Household Size:
Free Eligibility	Reduced Eligibility	Denied Eligibility
Signature of Reviewing Official		

CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

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

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

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) 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 form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.

PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is 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. If 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 Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.

PRIVACY ACT STATEMENT

Data Privacy

New York State Education Law 2-d went into effect in April 2014. The law focuses on the privacy and security of personally identifiable information of students, classroom teachers, and principals.

The regulations state that education agencies must publish a parent's bill of rights for data privacy and security. In addition, the parent's bill of rights must be included with every contract with a third party contractor that receives personally identifiable information.

Parents' Bill of Rights for Data Privacy and Security

The Mayfield Central School District is committed to ensuring student privacy in accordance with local, state and federal regulations and district policies. To this end and pursuant to U.S. Department of Education (DOE) regulations (Education Law §2-d), the district is providing the following Parents' Bill of Rights for Data Privacy and Security:

A student's personally identifiable information cannot be sold or released for any commercial or marketing purposes.

Parents/guardians have the right to inspect and review the complete contents of their child's education record, including any student data maintained by the Mayfield Central School District.

State and federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred.

A complete list of all student data elements collected by the state is available for public review in an Excel file at <http://www.n12.nysed.gov/sirs/documentation/NYSSEDstudentData.xlsx>.

Parents/guardians may also obtain a copy of this list by writing to the Office of Information and Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

Parents/guardians have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to [Executive Principal John Bishop](#).

[View the software the district may use that is compliant with Education Law 2-d.](#)

Data Protection Policy

Purpose

This policy addresses Mayfield Central School District's responsibility to adopt appropriate administrative, technical and physical safeguards and controls to protect and maintain the confidentiality, integrity and availability of its data, data systems and information technology resources.

Policy Statement

It is the responsibility of MCSD:

1. to comply with legal and regulatory requirements governing the collection, retention, dissemination, protection, and destruction of information;
2. to maintain a comprehensive Data Privacy and Security Program designed to satisfy its statutory and regulatory obligations, enable and assure core services, and fully support the district's mission;
3. to protect personally identifiable information, and sensitive and confidential information from unauthorized use or disclosure;
4. to address the adherence of its vendors with federal, state and SED requirements in its vendor agreements;
5. to train its users to share a measure of responsibility for protecting District's initials student data and data systems;
6. to identify its required data security and privacy responsibilities and goals, integrate them into relevant processes, and commit the appropriate resources towards the implementation of such goals; and
7. to communicate its required data security and privacy responsibilities and goals and the consequences of non-compliance, to its users.

Standard

MCSD will utilize the National Institute of Standards and Technology's Cybersecurity Framework v 1.1 (NIST CSF or Framework) as the standard for its Data Privacy and Security Program.

Scope

1. The policy applies to MCSD's employees, and also to independent contractors, interns, volunteers ("Users") and third-party contractors who receive or have access to MCSD's data and/or data systems.
2. This policy encompasses all systems, automated and manual, including systems managed or hosted by third parties on behalf of the educational agency and it addresses all information, regardless of the form or format, which is created or used in support of the activities of an educational agency.
3. This policy shall be published on MCSD's website and notice of its existence shall be provided to all employees and users.

Compliance

BOE/Administrators are responsible for the compliance of their programs and offices with this policy, related policies, and their applicable standards, guidelines and procedures. Instances of non-compliance will be addressed on a case-by-case basis. All cases will be documented, and program offices will be directed to adopt corrective practices, as applicable.

Oversight

MCSD's data privacy officer shall annually report to its Board of Education on data privacy and security activities and progress, the number and disposition of reported breaches, if any, and a summary of any complaint submitted pursuant to Education Law §2-d.

Data Privacy

1. Laws such as the Family Educational Rights Privacy Act (FERPA), NYS Education Law §2-d and other state or federal laws establish baseline parameters for what is permissible when sharing student PII.
2. Data protected by law must only be used in accordance with law and regulation and SED policies to ensure it is protected from unauthorized use and/or disclosure.
3. MCSD has established a data governance team to manage its use of data protected by law. The privacy officer and the data governance team will, together with program offices, determine whether a proposed use of personally identifiable information would benefit students and educational agencies, and to ensure that personally identifiable information is not included in public reports or other public documents, or otherwise publicly disclosed;
4. No student data shall be shared with third parties without a written agreement that complies with state and federal laws and regulations. No student data will be provided to third parties unless it is permitted by state and federal laws and regulations. Third-party contracts must include provisions required by state and federal laws and regulation.
5. The identity of all individuals requesting personally identifiable information, even where they claim to be a parent or eligible student or the data subject, must be authenticated in accordance with MCSD's procedures.
6. It is MCSD's policy to provide all protections afforded to parents and persons in parental relationships, or students where applicable, required under the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the federal regulations implementing such statutes. Therefore, MCSD shall ensure that its contracts require that the confidentiality of student data or teacher or principal APPR data be maintained in accordance with federal and state law and this policy.
7. Contracts with third parties that will receive or have access to personally identifiable information must include a data privacy and security plan that outlines how the contractor will ensure the confidentiality of data is maintained in accordance with state and federal laws and regulations and this policy.

Incident Response and Notification

1. The District will respond to data privacy and security critical incidents in accordance with its data breach and cyber incident response policy. All breaches of data and/or data systems must be reported to the Privacy Officer, Superintendent, and Technology Director. All breaches of personally identifiable information or sensitive/confidential data must be reported to the Privacy Officer. For purposes of this policy, a breach means the unauthorized acquisition, access, use, or disclosure of student, teacher or principal PII as defined by Education law §2-d, or any SED sensitive or confidential data or a data system that stores that data, by or to a person not authorized to acquire, access, use, or receive the data.
2. State and federal laws require that affected individuals must be notified when there has been a breach or unauthorized disclosure of personally identifiable information. Upon receiving a report of a breach or unauthorized disclosure, the Executive Deputy Commissioner, Chief Privacy Officer, Counsel and other subject matter experts will determine whether notification of affected individuals is required, and where required, effect notification in the most expedient way possible and without unreasonable delay.

Acceptable Use Policy, Password Policy and other Related Department Policies

1. Users must comply with the Acceptable Use Policy in using District resources. Access privileges will be granted in accordance with the user's job responsibilities and will be limited only to those necessary to accomplish assigned tasks in accordance with state entity missions and business functions (i.e., least privilege). Accounts will be removed, and access will be denied for all those who have left the agency or moved to another department.
2. Users must comply with the password policy.
3. All remote connections must be made through managed points-of-entry in accordance with the remote access policy.

Training

All users of district data, data systems and data assets must annually complete the information security and privacy training offered by the department. Information security and privacy training will be made available to all users. Employees must complete the training annually.

