

## Community Eligibility Provision (CEP)/Provision 2 non-base year Household Income Eligibility Form

Troy City School District 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, Capital Region BOCES at (518) 464-5133, 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"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<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		
<b>Annual Income Conversion (Only convert when multiple income frequencies are reported on application)</b>		
<b>Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12</b>		
SNAP/TANF/Foster Income	Total Household Income/How Often:	Household Size:
Free Eligibility	Reduced Eligibility	Denied Eligibility
<b>Signature of Reviewing Official</b>		

## 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.

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### 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.

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### 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.

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## PRIVACY ACT STATEMENT

Policy 8635 INFORMATION AND DATA PRIVACY, SECURITY, BREACH AND NOTIFICATION The Board of Education acknowledges the heightened concern regarding the rise in identity theft and the need for secure networks and prompt notification when security breaches occur. The Board adopts the National Institute for Standards and Technology Cybersecurity Framework Version 1.1 (NIST CSF) for data security and protection. The Data Protection Officer is responsible for ensuring the District's systems follow NIST CSF and adopt technologies, safeguards and practices that align with it. This will include an assessment of the District's current cybersecurity state, their target future cybersecurity state, opportunities for improvement, progress toward the target state, and communication about cyber security risk. The Board will designate a Data Protection Officer ("DPO") who will be responsible for the implementation of the policies and procedures required in Education Law §2-d and its accompanying regulations, and to serve as the point of contact for data security and privacy for the District. This appointment will be made at the annual organizational meeting. The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, and the DPO (where applicable) to establish regulations which address: the protection of "personally identifiable information" ("PII") of students, teachers, and principals under Education Law §2-d and Part 121 of the regulations of the Commissioner of Education; the protection of "private information" under State Technology Law §208 and the NY SHIELD Act; and procedures to notify persons affected by breaches or unauthorized access of protected information. I. Student and Teacher/Principal "Personally Identifiable Information" under Education Law §2-d A. General Provisions PII as applied to student data is as defined in the Family Educational Rights and Privacy Act (FERPA), which includes certain types of information that could identify a student, and is listed in the accompanying regulation 8635-R. PII as applied to teacher and principal data, means results of Annual Professional Performance Reviews that identify the individual teachers and principals, which are confidential under Education Law §§3012-c and 3012-d, except where required to be disclosed under state law and regulations. The DPO is responsible for ensuring that every use and disclosure of PII by the District benefits the students and the District (e.g., improve academic achievement, empower parents and students with information, and/or advance efficient and effective school operations), and that PII will not be included in public reports or other public documents. The District will protect the confidentiality of student, teacher, and principal PII while stored or transferred using industry standard safeguards and best practices, such as encryption, firewalls, and passwords. The District will monitor its data systems, develop incident response plans, limit access to PII to District employees and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and destroy PII when it is no longer needed. Certain federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent, which are addressed in policy 5500, "Student Records" and regulation 5500-R, "Student Records Regulation." The District will take steps to minimize the collection, processing, and transmission of PII. Except as required by law or in the case of enrollment data, the District will not report the following student data to the State Education Department: 1. juvenile delinquency records; 2. criminal records; 3. medical and health records; and 4. student biometric information. The District created and adopted a Parent's Bill of Rights for Data Privacy and Security (see Exhibit 8635-E). It is published on the District's website at [www.troycsd.org](http://www.troycsd.org) and can be requested from the District Clerk. B. Third-Party Contractors The District will ensure that contracts with third-party contractors or separate data sharing and confidentiality agreements require the confidentiality of shared student and/or teacher or principal PII be maintained in accordance with federal and state law and the District's data security and privacy policy. Each third-party contractor that receives student data and/or teacher or principal data must: 1. adopt technologies, safeguards and practices that align with the NIST CSF; 2. comply with the District's data security and privacy policy and applicable laws impacting the District; 3. limit internal access to PII to only those employees or sub-contractors that need access to provide the contracted services; 4. not use the PII for any purpose not explicitly authorized in its contract; 5. not disclose any PII to any other party without the prior written consent of the parent or eligible student (i.e., students who are eighteen years old or older): a. except for authorized representatives of the third-party contractor to the extent they are carrying out the contract and in compliance with state and federal law, regulations and its contract with the District; or b. unless required by statute or court order and the third-party contractor provides a notice of disclosure to the District no later than the time the information is disclosed, unless providing notice of disclosure is expressly prohibited by the statute or court order. 6. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody; 7. use encryption to protect PII in its custody while in motion or at rest; and 8. not sell, use, or disclose PII for any marketing or commercial purpose, or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so. Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by data protection obligations of state and federal law, and the contract with the District; and 9. incorporate the Parent's Bill of Rights into the contract with the District. If the third-party contractor has a breach or unauthorized release of PII, it will promptly notify the District in the most expedient way possible without unreasonable delay but no more than seven calendar days after the discovery of the breach. C. Third-Party Contractors' Data Security and Privacy Plan The District will ensure that contracts with all third-party contractors include the third-party contractor's data security and privacy plan. This plan must include a signed copy of the Parent's Bill of Rights and must be accepted by the District. At a minimum, each plan will: 1. outline how the third-party contractor will implement all state, federal, and local data security and privacy contract requirements over the life of the contract, consistent with this policy; 2. specify the administrative, operational and technical safeguards and practices it has in place to protect PII it will receive under the contract; 3. demonstrate that it complies with the requirements of Section 121.3(c) of Part 121; 4. specify how officers or employees of the third-party contractor and its assignees who have access to student and/or teacher or principal data receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access; 5. specify if the third-party contractor will utilize sub-contractors and how it will manage those relationships and contracts to ensure PII is protected; 6. specify how the third-party contractor will manage data security and privacy incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District; 7. describe if, how and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires. D. Training The District will provide annual training on data privacy and security awareness to its officers and employees with access to student and/or teacher or principal PII. Such training will include training on state and federal laws that protect PII, and how employees can comply with such laws. E. Reporting Any breach of the District's information storage or computerized data which compromises the security, confidentiality, or integrity of student and/or teacher or principal PII maintained by the District will be promptly reported to the DPO, the Superintendent and the Board of Education. F. The Data Protection Officer will report every discovery or report of a breach or unauthorized release of student and/or teacher or principal PII to the State's Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after such discovery. The District will notify affected parents, eligible students, teachers and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release or third-

party contractor notification. However, if notification would interfere with an ongoing law enforcement investigation, or cause further disclosure of PII by disclosing an unfixed security vulnerability, the District will notify parents, eligible students, teachers and/or principals within seven calendar days after the security vulnerability has been remedied, or the risk of interference with the law enforcement investigation ends. The Superintendent, in consultation with the DPO, will establish procedures to provide notification of a breach or unauthorized release of student, teacher or principal PII, and establish and communicate to parents, eligible students, and District staff a process for filing complaints about breaches or unauthorized releases of student and teacher/principal PII. II. "Private Information" under State Technology Law §208 "Private information" is defined in State Technology Law §208, and includes certain types of information, outlined in the accompanying regulation, which would put an individual at risk for identity theft or permit access to private accounts. "Private information" does not include publicly available information that is lawfully made available to the general public from federal state or local government records. Any breach of the District's information storage or computerized data which compromises the security, confidentiality, or integrity of "private information" maintained by the District must be promptly reported to the Superintendent and the Board of Education. The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which: Identify and/or define the types of private information that is to be kept secure; Include procedures to identify any breaches of security that result in the release of private information; and Include procedures to notify persons affected by the security breach as required by law. III. Employee "Personal Identifying Information" under Labor Law § 203-d Pursuant to Labor Law §203-d, the District will not communicate employee "personal identifying information" to the general public. This includes: 1. social security number; 2. home address or telephone number; 3. personal email address; 4. internet identification name or password; 5. parent's surname prior to marriage; and 6. drivers' license number. In addition, the District will protect employee social security numbers in that such numbers will not be: 1. publicly posted or displayed; 2. visibly printed on any ID badge, card or time card; 3. placed in files with unrestricted access; or 4. used for occupational licensing purposes. Employees with access to such information will be notified of these prohibitions and their obligations. Cross-ref: 1120, District Records 5500, Student Records 8630, Computer Resources and Data Management Ref: State Technology Law §§201-208 Labor Law §203-d Education Law §2-d 8 NYCRR Part 121 Adoption Date: August 6, 2014 Revised Dates: June 17, 2020 The Enlarged City School District of Troy, New York