


[Click here](#) to access the Family Income Inquiry Form Ordering System

## SUBMITTING FORMS TO SCHOOLFOOD

**Batch Cover**, this is unique for your school.

To print the Batch Cover sheet, access the Family Income Inquiry Form Ordering System using your school's code as your username and your OPT/SchoolFood password.

1. Log into the Family Income Inquiry Form Ordering System
2. Click on School Shipping Reports
3. Print the Batch Cover Sheet

SchoolFood Feed your mind		FAMILY INCOME INQUIRY FORMS BATCH COVER SHEET
Complete a Batch Cover Sheet for each envelope with Family Income Inquiry Forms & documents that you send to SchoolFood. Complete all areas to ensure that we can identify your school.		
DATE: ____/____/20____		
SCHOOL INFORMATION - COMPLETE ALL AREAS TO CORRECTLY IDENTIFY YOUR SCHOOL		
Do not send letters titled "NYS ELIGIBILITY LETTER FOR FREE MEALS/MILK" or ATS/NPSIS generated letters to SchoolFood via interoffice mail.		
<ol style="list-style-type: none"><li>1. Check the ATS RMEL or NPSIS Meal Code Data Report for the Current Meal Code.</li><li>2. If the student is Meal Code A return the letter to the household. If the students are <u>not</u> Meal Code A:<ol style="list-style-type: none"><li>1. Fax NYS letters to SchoolFood at (718)348-5463 so that we can expedite the certification of free eligibility.</li><li>2. ATS/NPSIS generated letters must be sent home to families to notify them of their eligibility.</li></ol></li></ol>		
 * 0 2 M 2 9 0 *		
District	02	
SchoolFood Code	02190	
Borough	Manhattan	
School Name	P.S. 290 Manhattan New School	
School Address	311 EAST 82 STREET - MANHATTAN - NY - 10028	
School Staff Person (FirstName + LastName)	_____	
School Staff Person (Phone Number + Ext)	_____	
TOTAL NUMBER OF FORMS IN ENVELOPE =>		

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## SUBMITTING FORMS TO SCHOOLFOOD

**Return Label**, this is unique for your school.

To print the Return Label, access the Family Income Inquiry Form Ordering System using your school's code as your username and your OPT/SchoolFood password.

1. Log into the Family Income Inquiry Form Ordering System
2. Click on School Shipping Reports
3. Print the Shipping Package Return Label

School Name : LYFE [Babies]  
School DBN : 79M984  
School Food Code : 03583

**DELIVER TO:**



OFFICE OF SCHOOLFOOD  
ELIGIBILITY OFFICE  
44-36 VERNON BOULEVARD  
4TH FLOOR - ROOM 417  
LONG ISLAND CITY, NY 11101

Don't Delay, submit School Meal Applications to SchoolFood by September 30th

THIS PACKAGE IS  
# \_\_\_\_\_ OF \_\_\_\_\_

Date Placed in interoffice mail  
\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

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