

NOTIFICATION THAT TEMPORARY APPROVAL IS EXPIRING SOON

Dear Parent or Guardian:

Your application for free meals, reduced-price meals, or free milk for your child(ren) was originally temporarily approved through **(specify date)** due to your temporary loss of income. **Meal/Milk (specify)** benefits for your child(ren) will end after the above date. Unfortunately, we are unable to grant further approval unless you provide documentation showing the household's ability to survive without any source of income. Examples may be, but not limited to, a letter from the food bank, church donations, money from family/friends, etc. Please complete and resubmit the attached application in order that your eligibility may be reconsidered.

If you do not agree with the decision, or would like further clarification, please contact the school. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

Name

Title

Address

Phone No.

You may reapply at any time during the school year if you feel that a change in circumstances may make you eligible (such as a decrease in household income, an increase in household size or a household wage earner becomes unemployed).

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call (800)795-3272 or (202)720-6382 (voice and TDD). USDA is an equal opportunity provider and employer.

Enclosure