NOTIFICATION LETTER FOR SCHOOL MEAL ELIGIBILITY

Dear Parent/Guardian:

This letter is a notification of eligibility for meal benefits for the child(ren) listed below.

|  |  |
| --- | --- |
| Name of Child | Name of School |
|  |  |
|  |  |
|  |  |
|  |  |

Your child(ren) has/have been:

**Approved Denied**

* Approved for free meals Income over the allowable amount
* Approved for reduced-price meals  Invalid SNAP/TANF/FDPIR Case Number

  Incomplete application. Missing:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do not agree with the decision, you may discuss it with **[name, phone number, e-mail address]**. You also have the right to a fair hearing. This can be done by contacting the following official: **[name, phone number, address, e-mail address]**.

You can re-apply for free and reduced-price benefits at any time during the school year by completing another application. Return the completed application to: **[name, address, phone number]**.

Sincerely,

**[signature]**

**[name]**

**[phone number] [e-mail address]**

*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;*
2. *fax: (202) 690-7442; or*
3. *email:*program.intake@usda.gov*.*

*This institution is an equal opportunity provider.*