

**Confirm Your Eligibility for Free/Reduced Price Meals**

Dear <<Susan>>,

Your application was approved a little while ago, and <<Bob, Jill, and Sara>> should already be receiving free or reduced price meals.

**However,** **there is one last step you need to take** – **please send us documents to confirm your eligibility.** Each year we select different meal applications to confirm eligibility. This year, your household was selected.

**An icon that depicts a piece of paper with the picture of a person, some text and an arrow pointing upward.You must send us the information by <<date>>,**

**or <<Bob, Jill, and Sara>> will stop receiving free or**

**reduced price meals.**

You can send a Certification Notice for <<SNAP>>, <<TANF>>, or FDPIR benefits, or documents that show your household income, for example, paycheck stubs, benefits statements, and/or copies of checks. The back side of this letter has more information about what to send and how you can send it.

For questions or help, please contact <<Name>> at the toll free number <<(xxx)-xxx-xxxx>> or by email at <<email>>.

Sincerely,

*<<Signature>>*

<<Name>>

<<Principal/Superintendent?>>

<<School District Name>>

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children’s eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. Pursuant to Section of 7 of the Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**How to Show Eligibility for Free or Reduced Price Meals**

**Please provide the following information. All documents can be dated from <<the month before application>>, or any month since. Include a copy of this letter when you send your documents.**

**Were you or someone in your household receiving benefits from <<State SNAP>>, <<State TANF>> or FDPIR at the time of application, or any time since?**

**IF YES,**please send us your <<State SNAP>>, <<State TANF>> or FDPIR Certification Notice that shows dates of certification. OR, you can send a letter from the <<State SNAP>>, <<State TANF>> or FDPIR office that shows dates of certification. Do not send your EBT card.

If you send us one of the above documents, you are DONE. You do NOT need to send anything else.

**IF NO,** please read the following options and follow the instructions if they apply to you:

1. **Your child is homeless, migrant or runaway:** Contact <<school, homeless liaison, or migrant coordinator at (xxx)-xxx-xxxx or e-mail>> for help.
2. **Your child is a foster child:** Senddocumentation that verifies your child is the legal responsibility of the agency or court. OR, provide the name and contact information for a person at the agency or court who can verify your child’s foster status.
3. **Your child is not covered by 1 or 2:**Return this letter along with documentation of your household’s sources of income for either the month before application, or any month since. Document(s) must show:

* **Name** of person who received the income
* **Date** received
* **Amount** received
* **How** **often** it was received

**Acceptable Documents for Showing Household Income**

* **Jobs**: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.
* **Social Security, Pensions, or Retirement**: Social Security retirement benefit letter, statement of benefits received, or pension award notice.
* **Unemployment, Disability, or Worker’s Compensation**: Notice of eligibility from State employment security office, check stub, or letter from the Worker’s Compensation office.
* **Welfare Payments**: Benefit letter from the <<State TANF>> office.
* **Child Support or Alimony**: Court decree, agreement, or copies of checks received.
* **All Other Income (Such as Rental Income)**: Information that shows the amount of the income, name of the person who received the income, the date it was received, and how often it was received.
* **Military Housing Privatization Initiative**: Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.

**If you do not have income,** please send a brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income**.  
If you work on a seasonal basis**, call us and we will help you figure out what to send.

An icon of a tall, office building.**Send this information using any of the following methods:**

An icon of a closed envelope.An icon of a mobile device or cell phone.

Take pictures of the requested documents with your phone/camera and email them to <<email>>.

Mail documents to this <<address>>. If possible, send copies. Or fax to <<(xxx)xxx-xxxx>>.

Come in person to the office located at <<address>> to drop off the documents.