

## LETTER TO THE SNAP/TANF/FDPIR OFFICE FROM THE LOCAL EDUCATION AGENCY

Dear:

Date

The receipt of Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program or Food Distribution Program on Indian Reservations (FDPIR) automatically qualifies children for free school meals. The regulations for SNAP, TANF and FDPIR permit SNAP, TANF, and FDPIR offices to release eligibility information to administrators of the National School Lunch and School Breakfast Programs to ensure that only eligible children receive free meal benefits.

Enclosed is a listing of approved free meal applicants who have been selected for verification and who have indicated that the child for whom application was made now receives SNAP, TANF, and/or FDPIR benefits. On the enclosed listing, please indicate whether these household members are participating in SNAP, TANF, or FDPIR or were eligible in August 2020. This information will be used only to confirm the approved applicant's eligibility for free meal benefits.

Please return this listing by     (date)    . A self-addressed return envelope is also enclosed for your convenience. If you have any questions, or need additional information, please contact     (official's name)     at     (phone number)    .

Sincerely,

Signature

    (Address)         (Telephone Number)    

Enclosure (Verification Form-SNAP/TANF/FDPIR Recipients)

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: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> 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.

VERIFICATION FORM - SNAP/TANF/FDPIR RECIPIENTS  
(Multiple Applicants)

Child's Name Last Name, First Name	SNAP/TANF/FDPIR Case #	Participate Aug 2020 or Currently Yes No

Signature of SNAP/TANF/FDPIR Official	Date
Address	
Telephone Number	