

## Sample Parent Letter

INSERT YOUR AGENCY LETTERHEAD

The \_\_\_\_\_ (*Name of Sponsoring Organization*) is participating in the Summer Food Service Program. Meals will be provided to all eligible children free of charge. (To be eligible to receive free meals at a camp, children must meet the income guidelines for reduced price meals in the National School Lunch Program). Children who are part of households that receive foods stamps or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals. The following 2023-24 income eligibility standards will be used for determining eligibility for free meals:

<u>Household Size</u>	<u>Income Eligibility Guidelines</u>				
	<u>Year</u>	<u>Month</u>	<u>Twice per Month</u>	<u>Every Two Weeks</u>	<u>Weekly</u>
1	\$26,973	\$2,248	\$1,124	\$1,038	\$ 519
2	\$36,482	\$3,041	\$1,521	\$1,404	\$ 702
3	\$45,991	\$3,833	\$1,917	\$1,769	\$ 885
4	\$55,500	\$4,625	\$2,313	\$2,135	\$1,068
5	\$65,009	\$5,418	\$2,709	\$2,501	\$1,251
6	\$74,518	\$6,210	\$3,105	\$2,867	\$1,434
7	\$84,027	\$7,003	\$3,502	\$3,232	\$1,616
8	\$93,536	\$7,795	\$3,898	\$3,598	\$1,799
<b>For each additional family member, add</b>	<b>\$ 9,509</b>	<b>\$ 793</b>	<b>\$ 397</b>	<b>\$ 366</b>	<b>\$ 183</b>

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.

- Eligibility has been established for the site(s) listed. No further documentation is required.
- Please fill out and return an "Application for Free and Reduced-Price School Meals/Milk."

Persons interested in receiving more information should contact:

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(Name, Address and Phone Number of Sponsor)

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/ad-3027.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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

X

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(Signature of Authorized Representative)

(Date)

*(Enter camp and/or closed enrolled site(s) information)*

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

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