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 2023. 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, 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/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

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 2023 or Currently Yes No

_____ _____
Signature of SNAP/TANF/FDPIR Official Date

_____
Address

_____
Telephone Number