

## NOTIFICATION LETTER FOR SCHOOL MEALS

Dear \_\_\_\_\_:

Your application for free and reduced price meals for your child(ren) has been:

- \_\_\_\_\_ Approved for free meals.
- \_\_\_\_\_ Approved for reduced price meals. **Your child(ren) will receive breakfast and lunch meals at no charge.**
- \_\_\_\_\_ Denied for the following reason(s):
  - \_\_\_ Income over the allowable amount.
  - \_\_\_ Incomplete application. The following information is missing:
    - \_\_\_ Other:

If you do not agree with the decision, you may discuss it with a school official and you have a right to a fair hearing. This can be done by calling or writing the following official:

Name:  
Address:  
Phone:

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income or become unemployed, or have an increase in household size, you may fill out another application at that time.

Sincerely,

\_\_\_\_\_  
Name Title Date

### **Nondiscrimination 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, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.