

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 at _____ cents for lunch and _____ cents for breakfast.
- Temporarily approved for free meals. You will be contacted in 45 days to determine your status at that time.
- 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, become unemployed, or have an increase in household size, you may fill out another application at that time.

Sincerely,

 Name Title Date

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.