[Insert District Letterhead]

**Notification of Eligibility for**

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**Free and Reduced Price** **School Meals**

School Year 2018-2019

Dear Parent/Guardian:

You applied for free or reduced price school meals for the following child(ren);

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Your application was:

* Approved for **free school meals** because your income is within the free school meal eligibility limits. Your child(ren) will receive school meals at no cost.
* Approved for **reduced price school meals** because your income is over the free school meal limit but within the reduce price school meal eligibility limits. Reduced price school meals for students in grades 6 – 12 costs **$.40** for lunch. There is no cost for lunch for reduced price students in grades preschool through 5th grade. There is no cost for breakfast for all qualifying free or reduced price students.
* **Denied** for the following reason(s):
	+ Income over the allowable amount
	+ Incomplete application because
	+ Other

If you do not agree with the decision, you may discuss it with **[School Official’s name]** at **[Phone Number]** or at **[E-mail]**. If your income or household size changes or you have become eligible for SNAP, TANF or FDPIR you can re-apply at any time throughout the school year.

If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

**[School Official’s name]**:

**[Address]**:

**[Phone Number]**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[E-mail]**

Sincerely,

**[Signature]**

**[Contact Information]**

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, 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. This institution is an equal opportunity provider.