[Place on school/SFA letterhead]

[Date]

[Parent Name]

[Parent Address]

Dear [Parent/Guardian Name],

Earlier this school year, we notified you that the children in your household were directly certified for free school meals because someone in the household receives 3SquaresVT or Reach Up benefits.

Unfortunately, we based that notice on outdated information provided to us by the Agency of Education. This was due to a bug in data management software used by the agency. The bug is now fixed and the Agency of Education assures us they are confident this will not happen again.

**We are writing to let you know that, at this time, the children in your household are not directly certified for free meal benefits this year**. **We need you to complete the attached application to determine their eligibility this year.**

You may also apply online at [insert web address or strike this sentence if the SFA does not have electronic applications].

**Please complete and return this application as soon as possible so that we can determine eligibility for children in your household. If they remain eligible, we can continue to offer meals at no charge to the students in your household.**

**What this means**:

Because the children in your household were eligible for free school meals last school year, they may receive these same benefits until [insert 30th operating day].

After that date, they will no longer be eligible to receive free school meals unless you qualify by completing the attached standard application. Again, you may also apply online at [insert web address or strike this sentence if the SFA does not have electronic applications].

If you do not submit an application or we determine based on your application that the children in your household are not eligible for benefits, you will be charged $[insert lunch price] for each lunch, $[inset breakfast price] for each breakfast, and $[insert after school snack price, if applicable] for each after school snack.

If someone in your household begins receiving 3SquaresVT or Reach Up benefits again this year, the children in your household may be directly certified for free school meals at a later point in the year. If that happens, we will notify you that they are again eligible for free school meals.

The Agency of Education apologizes for the inconvenience and confusion caused by this issue with the new system. Please see the attached letter from the Secretary of Education for more information.

Please contact us if you have additional questions.

[name, phone number and email address of school contact]

Sincerely,

[Signature of school contact]

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (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](mailto:program.intake@usda.gov)