# [Insert School/District Letterhead]

ql = rd>y>AySRuG>xGJw>zdttd. =

uFdzdoh.wz. vd.b.0J w>tD.w>tDvXtySJR’D;w>td.ql.td.cV vXurRvdw>t\*D>vDRI **[Name of School/School District]** [h.vDR’k;tD. w>tD.w>tDvXtySJR’D;w>td.ql.td.cV zJuFdxD.uwD> ud;eHR’J;M.vDRI **zJuFdw>od.vdeH. 2022-2023 M.< uFdzdoh.wz. u’d;M>b. \*DRw>tD. ‘D;rk>qgcDw>tD.vXtuvD zJuFdM.vDRI** Vermont uD>pJ.[h.vDRusd.ph vXweH.t\*D> cDzsd [D.cd.’Dbh.uFdw>tD.w>tDoJp; (Universal School Meals Act) M.vDRI **yvd.b.ew>rRpXR ‘fod;yu[h.’k;tD. w>tD.w>tDvXtuvDqluFdzdud;\*R vXeH.vXu[Jwz.t\*D>vDRI** 0Ho;plRrRvXySJRvHmt’dwbh.tHR vXuFdw>tD.vXtuvD ‘D;w>rRpSRvDRtbl;tvJt\*D>wuh>I [H.zdCDzdtg’l. rh>rRySJRvHmwuGD>’dtHR’D;< yu’d;M>tgxD.phvXuD>pXzSd.y’d.ttd. vXuFdw>tD.cJtHR ‘D;qlngt\*D>vDRI yu’d;M>tgxD.ph>uD;phvX uFdw>&J.w>usJRt\*Rwz.t\*D>vDRI w>rRvXySJRvHmwuDG>’dtHR rRpXRph>uD;yySRw0XvX u[h.vDRw>tD.uvDqlzdo.cJvXm zJw>ud>cguwD> ‘D;[h.vDRw>tD.uvDqlzdo.zJ zdo.w>uG>xGJvD> wz.M.vDRI

**erh>qSXxD.vHmwuGD>’dtHR tpJRcHuwX> zJvgtD;ul 19 oD< 2022 M.< eu-uX;0Jb.0Jph>uD;’D; 2022 w>ud>cguwD> w>qgo-wdm EBT (P-EBT) w>M>bsK;M.vDRI** w>tHRrh>0J w>rRpXRxJwbsD{dR vXzdo.w\*Rt\*D> $391 ‘fod;urRpXR[h.w>tD.w>tD. tbl;tvJvX[H.t\*D>vDRI ezdrh>qJ;vDRymtrHRvXuFd zJvg,lR 2022 tylRM.< e’d;M.b.tDRoh0J zJvHmwuGD>’dtHR rh>ymzsg0JvX ejuX;0Jb.0JtcgM.vDRI **[Delete after August 19]**

yuFdtHR [h.vDRph>uD; uFdys>uwD>ud.zdeDzdM.vDRI yuChph>uD;vXeurRvXySJR vHmwuGD>’dtHR ‘fod;eySRuFdzd u-uX;0Jb.0J’D; ud.zdeDzdvXtuvDt\*D>vDRI **[Delete if After School Snack Service is not offered]**

vHm-wHmzSd.tHR y.Ckm’D; w>tD.uvD ‘D;w>rRpSRvDRtbl;tvJtvHmywHxD. ‘D;w>eJ.usJwz.M.vDRI w>tHRy.Ckmph>uD;’D; w>oHuG>pH;qXnDEk>wz. vXurRpXReRt\*D>vDRI erRvXySJRvHmw>uGD>’dtHR vXthxX.eJ;tvdRohph>uD;zJ **[link for electronic application, if offered, or delete this sentence]** M.vDRI

w>\*h>w>usdRvXeymzsgxD.tDRtHR w>uymtDRvXw>clol.tylRM.vDRI yvlRydmrRxGJ uD>pXzSd.w>bsXoJp;vXtCH;oh.wz. vXuyXRCm ew>\*h>w>usdRvXw>clol.tylRt\*D>vDRI

erh>td.’D;w>oHuG>t\*Rwz. rhwrh> vd.b.w>rRpXRM.< ud; **[phone number]** wuh>I

ySJR’D;w>ol.wDo;&R<

**[Signature]**

**USDA w>wuG>rJmw>tw>ymzsg**

‘d;oMRxD.o;vX uD>pXzSd.xHzduD>zdcGJ;,mw>bsXoJp; ‘D; U.S. w>ol.w>zs;0JRusdR (USDA) xHzduD>zdcGJ;,mw>od.w>oD ‘D;oEloh.wz.tzDcd.M.< w>u&Xu&dtHR w>-wDCmtDRvX w>uG>wvDRw> ‘d;oMRxD.o;vX uvkm’l.tw>vDRpXR< zH;bh.vGJ>< xHuD>vXt[JvDRpXR< rk.cGg (y.Ckm’D; w>uJrk.uJcGg ‘D;w>b.o;rk.cGg)< uh>\*DRwvXySJR< o;eH. rhwrh> w>rRu.qXuhRw> rhwrh> w>rRqXuhRw>tX vXtylRuGHmxHzduD>zdcGJ;,mtw>[l;w>\*JRwz.M.vDRI

w>&J.w>usJRtw>\*h>w>usdRoh.wz.tHR w>’k;td.xD.tDRvX usdmvXwrh>tJuvH;usdmoh0JM.vDRI ySRuh.\*DRwvXySJRoh.wz. vXtvd.b. w>qJusd;tusdRtusJt\*Rwz. vXu’d;M>b. w>&J.w>usJRtw>\*h>w>usdRt\*D> (t’d< ySRrJmwxH.w>tvHm< w>uGJ;vHmrJmzsX.z;’d.< w>uvk>< trJ&uRw>eJ.pkeJ.cD.usdm)M.< -uX;qJ;usd; uD>pJ. rhwrh> vD>u0DR cX.p;u&XvX ttd.’D; rl’gwz. vXtyXqSX&J.usJRw>&J.w>usJR rhwrh> USDA t TARGET vD>cX.o;zJ (202) 720-2600 (w>uvk> ‘D; TTY) rhwrh> qJ;usd; USDA cDzsd Federal Relay tw>wdpXRrRpXRzJ (800) 877-8339 oh0JM.vDRI

vXw>uqSd;xD. w>&J.w>usJRtw>uG>wvDRw> w>vdmuGD>t\*D>< ySRqSd;xD.vdmuGD>w>tHR ub.rRvXySJR AD-3027 vHmwuGD>’d< USDA w>vdmuGD> w>&J.w>usJRtw>uG>wvDR tvHmwuGD>’d vXw>’d;M>tDRohvX thxX.eJ;vdR zJ =  <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, vX USDA 0JR’X;wzsX.v>v>< rhwrh> cDzsdw>ud;vDwJpdql (866) 632-9992< rhwrh> w>uGJ;vHmy&X vXw>uqSXtDRql USDA oh0JM.vDRI vHmy&XtHR ub.y.Ckm ySRqSd;xD.vdmuGD>w>zd trHR< vD>td.qd;xH;< vDwJpdeD.\*H>< ‘D;w>uGJ;zsgb.C; w>uG>wvDRtw>[l;w>\*JR vXw>y.’h.ymur.tDRt\*h>tusdRvXvXySJRySJR ‘fod;ubd;b.oh.ng xHzduD>zdcGJ;,m eJ.&GJ.tySRrRpXRw>zd (ASCR) b.C; w>td.o; ‘D;rk>eHRrk>oDvX w>vk>oh.cgywm xHzduD>zdcGJ;,m vXw>y.’h.ymur.tDRtHRt\*h>M.vDRI AD-3027 vHmwuGD>vXw>rRvXySJRtDR rhwrh> vHmy&XtHR w>ub.qSXxD.tDRql USDA cDzsd =

1. vHmy&X =  
   U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410, rhwrh>
2. zJ;(p) =  
   (833) 256-1665 rhwrh> (202) 690-7442, rhwrh>
3. tHrh(v) =  
   [program.intake@usda.gov](http://mailto:program.intake@usda.gov/)

w>u&Xu&dtHR rh>u&XwzkvX t[h.vDRw>cGJ;w>,mxJod;wkRod;M.vDRI

# [Insert School/District Letterhead]

**w>oHuG>vXb.w>oHuG>tDRwvD>vD>wz.**

1. rh>,b.rRySJRvHmywHxD.vXzdo.w\*Rpkmpkmt\*D>{gIA wvd.b.IA pl;uguFdw>tD.uvD 'D;w>rRpSRvDRtbl;tvJ vHmywHxD. vXuFdzdvXe[H.'l.ylR cJvXmt\*D>wuh>I Aywwl>vdmvHmywHxD.vXwvXwySJRb.< AtCd rRvDRwH>vX eurRySJRw>\*h>w>usdRvX w>vd.b.tDRcJvXmwuh>I A[JuhRwD.xD.vHmywHxD.vXvXySJRySJRql =**[name, address, phone number].**
2. zJ, 'd;M>vHmy&XvXuFd weH.tHRpH;0JvX ,zdwz.b.w>wl>vdmwh> tDR vXw>tD.w>tDuvDt\*D>vHM. rh>,b.rRySJRvHmywHxD.'H;{gIA wvd.b.< Ab.q. 0Ho;plRz;vHmy&XvXe'd;M>tDRvDRwH>vDRqJ;'D; rRydmxGJ w>eJ.vDRwz.tcHwuh>IA zdo.vXe[H.'l.ylRrh>wy.CkmvXew>-uX;'D;w> CkxXtw>bd;b.oh.ngtylRb.M.< AqJ;usd; **[name, address, phone number, e-mail]** wbsDCDwuh>I
3. ,zdtvHmywHxD. tylRuGHmweH.M. b.w>wl>vdmtDRM.vDRI Arh>,b.rRySJRtoDwcg{gIA rh>I AezdtvHmywHxD.M. \*hR'.xJuFdteH.weH.M.t\*D> 'D;zJuFdweH.tHRxD.pSRudmoDt\*D>M.vDRIA eub.qSXvHmywHxD.toD rhwrh>vXuFdwJb.eRvX ezdM. -uX;'D;w>CkxXvXuFdeH.toDt\*D>b.M.vDRI
4. zJySRw\*R\*RvX,[H.'l.ylR rhwrh>A U.S. txHzduD>zdb.M. rh>,wD.xD.vHmywHxD.oh{gIA rh>I AeR< Aezd< rhwrh>A'l.zdxXzdt\*Rwz. wb.rh> U.S. txHzduD>zd vXuwD.xD.w>tD.w>tDuvD rhwrh> w>xk;pSRvDR tyORb.M.vDRI
5. rw\*RvXtd.'D; tuH>tpDvXw>tD.w>tDuvD rhwrh>w>xk;vDRpSRtyORt\*D>M.vJ.IA weH.tHR<A uFdzdvXyuFd ylR ud;\*R u'd;M>\*DRw>tD.'D;rk>xl.w>tD.uvDzJuFdM.vDRI Ab.q.xJ'.ySRuFdzdweDR td.'D; tuH>tpDvX “-uX;” vXw>tD.w>tDuvDt\*D>M.vDRIA ySRwz.M.rh>=

* zdo.vX[H.'l.ylRud;\*R 'd;M>b.w>b.bsK;wz.vX A**3SquaresVT (SNAP)**  **rhwrh>A** **Reach Up (TANF)** ttd.I
* **zdo.vX b.w>vk>zdtDR**vX rl'gvXzd;oJp;tzDvmb.C;'D; cX.p;vXu[ku,mw>uG>vk>zdzdo. rhwrh>uGD>bsD.I
* zdo.vX ekmvDRrRoud;w>vXtuFd Head Start w>wdmusJRtylRwz.I
* zdo.vXb.w>xH.tDR'ftrh> **ySR[H.CDwtd.< AySRCh>zsd;vXt,HR**<A rhwrh> A**ySRok;vD>ok;us**Jwz.I

zdo.utd.'D; tuH>tpDvX “-uX;” vXw>tD.w>tDuvDrhwrh>w>xk;pSRvDRtyORt\*D> zJe[H.'l.CD'l. tphw>[JekmM. td.vXw>ymyeD. uD>pXzSd.tw>[Jekmw>-uX;w>b.tw>eJ.usJwz.tylRtcgM.vDRI ezdutd.'D; tuH>tpDvX “-uX;” vXw>tD.w>tDuvDrhwrh>w>xk;pSRvDRyORt\*D> zJe[H.'l.tphw>[Jekmok;vDRto;ql rhwrh> td.vXw>ymyeD.tvHmwdRzsgtHRtzDvmM.vDRI

| **uD>pXzSd. ph[JEkmw>eJ.usJwz. vXuFdw>od.vdeH.** 2022-2023 **t\*D>** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **[H.zdCDzdeD.\*H>** | **weH.b.weH.** | **wvgb.wvg** | **wvgcHbsD** | **cHEGHwbsD** | **wEGHwbsD** |
| 1 | 25,142 | 2,096 | 1,048 | 967 | 484 |
| 2 | 33,874 | 2,823 | 1,412 | 1,303 | 652 |
| 3 | 42,606 | 3,551 | 1,776 | 1,639 | 820 |
| 4 | 51,338 | 4,279 | 2,140 | 1,975 | 988 |
| 5 | 60,070 | 5,006 | 2,503 | 2,311 | 1,156 |
| 6 | 68,802 | 5,734 | 2,867 | 2,647 | 1,324 |
| 7 | 77,534 | 6,462 | 3,231 | 2,983 | 1,492 |
| 8 | 86,266 | 7,189 | 3,595 | 3,318 | 1,659 |
| vXqlng [H.zdCDzdeD.\*H>t\*D>< xXEkmtgxD. | 8,732 | 728 | 364 | 336 | 168 |

1. ,uoh.ngvX rh>,zdtd.'D;tuH>tpD'fySR[H.CDwtd.< AySRok;vD>ok;usJ <Arhwrh>A ySRCh>zsd;vXt,HR 'fvJ.I rh>e'l.zdxXzdwtd.'D;w>td.qd;vD>usJ\*X>usXRb.{gI Arh>etd.qd;wylRCDvXw>td.u'kvD>ylR<A ySRwrSHRt[H.< rhwrh>A[H.CDw>&J.w>usJRwpd>wvD>t\*RtylR{gIA rh>e[H.zdCDzdok;vD>ok;usJzJw>vd.b.tDR tcg{gI rh>zdo.vXtd.'D;eRwz. CkxXwh>0JvX uymwh>t[H.zdCDzd rhwrh> t'l.zdxXzd vXtylRuGHm{gIA erh>emvX zdo.vXe[H.'l.ylRwz. b.vdmto;'D;w>ymzsgxD.wz.tHR'D; w>wwJvXezdu'd;M>w>tD.w>tD uvDb.M.<A 0Ho;plR qJ;usd;rhwrh> tHrh(v)= **[school, homeless liaison or migrant coordinator]** wuh>**.**
2. ,'d;M> WIC M.vDRIA rh>,zdwz.-uX;'D;w>tD.w>tDuvDph>uD;{gI zdo.vX[H.'l.ylRwz.vX ekmvDRrRoud;w>vX WIC AtylRM. b.oh.oh.u-uX;'D;w>tD.w>tDuvDrhwrh> w>xk;pSRvDRtyOSR b.q. w>vd.b. w>tD.w>tD tvHmywHxD.M.vDRIA 0Ho;plRqSXCDRvHmywHxD.wuh>I
3. rh>w>\*h>w>usdRvX,qSXxD.tDRM. ub.w>orHord;tDRph>uD;{gI AyuqJ;usd;eRvX uoHuG>eRvX eub.qSXxD. w>tk.o;tw>uGJ;b.C; [H.'l.CD'l.phtw>[JekmvXeymzsgM.vDRI
4. ,uH>,pDrh>wtd.cJtHRb.M.< AvXcH,wD.xD.toDwbsDoh{gAI rh><A ewD.xD.ohw>qXuwD> ud;uwD>'J; zJw>rRvduFdteH.twD>ylRM.vDRIA t'd< Azdo.vXtd.'D;trd>y> rhwrh> ySRuG>xGJw>vX uJxD.ySRw>rRwtd.b.M. b.oh.oh. uJxD.ySRvX-uX;'D;w>tD.w>tDuvDArhwrh> Aw>xk;pSRvDRtyOSR zJ[H.'l.CD'l.tphw>[Jekm qlw>ymyeD. phw>[JekmtzDvmM.vDRI Aephw>[Jekmrh>vDRzJw>rRvd uFdteH.twD>ylRM.<A 0Ho;plRwD.xD.vHmywHxD.toDwuh>I ephw>[Jekmrh>[JtgxD.wcD ewb.wD.xD.vHmywHxD.b.I
5. ,o;rh>wvDRyvdm'D;uFdtw>qXwJmb.C; ,vHmywHxD.b.wcD ,b.rRrekRvJ.I Ae-uX;uwdRoud;w>'D; euFdtcd.e>wz.M.vDRI AeoHuG>ohph>uD;vX w>e>[lt\*D> cDzsdw>qJ;CDRArhwrh> Aw>uGJ;vHmql = **[name, address, phone number, e-mail]** ohvDRI
6. ,w>[Jekmrh>w'H;od;vdmto;xDbdb.wcD ,b.rRrekRvJ.I uGJ;vDRphymzSd.vXe'd;M>tDR nDek> wuh>I At'd< Aerh>rRM>A $1,000 wvgpkmpkm< Ab.q.tylRuGHmwvgewrRb. w>rRweDR'D; rRM>'.xAJ $900 M.< ymvDRvXerRM> A$1,000 vXwvgb.wvgwuh>IA erh>'d;M>nDek>w>rR e.&H.tgxD.M.< AxXekmCkmtDRwuh><A b.q. erh>rRw>e.&H.tgxD. xJwbsDwcD.wcD wb.xXekmCkmtDRw\*hRIA erh>b.[;xD.uGHmvXw>rR rhwrh> w>rh>xk;vDRpSRee.&H. rhwrh> ebl;vJM.< olew>[Jekm cJtHRwcgwuh>I
7. [H.zdCDzdweDRrh>wtd.'D; phw>[JEkmvXuymzsgxD.w>M. b.rRrEkRvJ.I A[H.zdCDzdoh.wz. w'd;M>b. phw>[JEkmtuvkmweDR vXyoHuG>eRvXeuymzsgxD. zJvHmywHxD.w>tylRb.< Arhwrh> w'd;M>b.phw>[JEkmeDwcgb.M.vDRI Aw>0JtHR rh>[JuJxD.o; wbsDv>v>M.<A 0Ho;pl;uGJ; A? 0/A zJw>vD>vXw>ub.rRySJRtDRtylR M.wuh>I Ab.q.oemuh< Aphw>[JEkmvDRw>vD>wcgcg rh>b.w>ymtDRvDR[d rhwrh> td.vDRysDM.< Aub.w>ymt0Joh.'f A? 0/ Aph>uD; M.vDRI A0Ho;plR yvD>o; zJw>ymtd.wh> phw>[JEkmw>vD>oh.wz. td.vDRysD< A'fyemtDRvX eub.rRtDR M.vDRI
8. yrh>ySRok;zdoh.wz.M.vDRI Ayub.ymzsgxD.yphw>[JEkmvDRvDRqDqD{gI AevgvJ 'D;phw>[h.tgxD.oh.wz. ub.w>ymzsgxD. 'fphw>[JEkmM.vDRI Aerh>'d;M>b. phvXw>ymyeD.[h.vDReR wcgcg vXy'd.[h.pXR[H.tbl;tvJ< w>tD.w>tD< Arhwrh>A w>ulw>uR< Arhwrh> A'd;M>b.A Family Subsistence Supplemental Allowance w>yORw>uvHRt\*D>M.<A tub.y.,kmph>uD;'fphw>[JEkmtod; M.vDRI Ab.q.oemuh<A etd.qd;w>vD>M. rh>td.vX Military Housing Privatization Initiative vD>u0DRtylRM.< Aewvd.y.CkmphvXw>ymyeD.[h.vDReR vXew>td.qd;vD>t\*D> 'fphw>[JEkmtod;b.M.vDRI Aw>[h.pht\*RvXw>'k;w>,Rw>t\*D> wcgcg vXtuJxD.o; vXw>qSXvDRok;tCdM. wb.w>'k;ymCkmph>uD;tDRvX phw>[JEkmb. M.vDRI
9. **w>vD>rh>w}wD>b.vX,ySR[H.zdCDzdt\*D> zJvHmywHxD.w>tylRM. ,b.rRrEkRvJ.IA uGJ;vDR eySR[H.zdCDzd t\*Roh.wz.trHRzJ vHmt\*RwubsH; 0HR'D; 'k;pJbl;tDR'D; evHmywHxD.w>M.wuh>I AqJ;usd; [name, address, phone number, e-mail] 'fod;u'd;M>b.vHmywHxD.w>toDwbh.u'D; M.wuh>I**
10. **,[H.zdCDzdvd.b.tgxD.w>rRpXRM.vDRI Aw>&J.w>usJRt\*Roh.wz.vX yywHxD.tDRuoht\*D>rh>ttd.ph.{gI** w>&J.w>usJRoh.wz. td.tgr; vXurRpXR[h.xD. w>tD.w>tDvX eySR[H.zdt\*D>M.vDRI

* 3SquaresVT rRpXReRvXeuyORw>tD.w>tD zJw>qgw>yORtvD><A ySRrRpHmzd w>qgw>yORtvD>oh.wz. 'D; thxX.eJ;zdcd.oh0JM.vDRI
* 3SquaresVT Atw>bsK;w>zSd.oh.wz.M. rh>0J w>'XEkmvDRphzJ EBT Aphc;ylRud;vg'J;< vXtrRw>'fod;'D; 'h.ur>phc; M.vDRI 'fod;uCkoh.ng ub.ywHxD.vXA **3SquaresVT**  rhwrh>A w>uJbsK;uJzSd.w>rRpXRt\*Roh.wz.t\*D>M.< EkmvDRuG>zJA <https://dcf.vermont.gov/mybenefits> rhwrh>A qJ;usd;A **1-800-479-6151** M.wuh>IA euGJ;qSXvHmvX **VFBSNAP** Aql A**85511** ohph>uD;M.vDRI
  + erh'X rhwrh> erhrh>ySRuG>xGJw>w\*R rhwrh> rd>vXttd.'D;zdvXto;eH.pSRM.'H; ,J>eH.w\*RM.< A**WIC** rRpXReRvX w>tD.w>tDvXtySJR'D;w>td.ql.td.cVoh0J'.M.vDRI AuGJ;qSXvHmvX **VTWIC** ql A**85511** rhwrh> AqJ;usd; A**1-800-464-4343** M.wuh>I