Reminder of School Meal Eligibility Expiration

DATE:

TO:

FROM: **[Name/School Approval Officer]**

RE: Expiration of School Meal Eligibility

The previous school meal eligibility information we have on file shows your family was eligible for free or reduced price school meals. As of today, we have not received your Application for Free and Reduced Price School Meals for the current school year.

This year, all students will receive free breakfast and lunch at school. Even though there is no charge for breakfast and lunch, we are asking you to fill out this application for free and reduced-price school meals. If many families fill out and return this form, we will get more money from the federal government for free school meals now and in the future. We will also get more money for other school programs. Filling out this form also helps our community provide free summer meals to all kids, and free meals to kids in childcare. It may also qualify your family for low-cost internet through the Affordable Connectivity Program.

Please submit an application by **[insert date]** to help us get more money from the federal government to provide free school meals now and in the future.

Enclosed is information about the meals program. Also enclosed is another copy of the Application for Free and Reduced Price School Meals, if you wish to apply.

You may call **[name]** at **[phone number]** if you want to discuss this matter.

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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](http://mailto:program.intake@usda.gov/)

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