 [date]

Dear Household,

The federal government has approved Pandemic-EBT benefits for the current school year, until the end of the public health emergency.

Our school offers free meals to all students. This makes all students eligible to get P-EBT benefits for any days:

* They had an excused COVID-related absence, or
* There was a COVID-related school closure.

These benefits:

* Are meant to replace the value of free school meals students would have received at school.
* Will be provided to students who had an excused COVID-related absence. Benefits will also be provided to all students for any days when our school had a COVID-related closure.  *Getting free meals to eat at home during a closure or absence will not impact a student’s eligibility for P-EBT.*

**REVIEW STUDENT’S INFORMATION:**Please review the information we have on file for your student.

Student name:

Student date of birth:

Head of household:

Mailing address:

* If the information is correct, no further action is needed.
* If the information is not correct, please contact [provide contact information] no later than January 31, 2023 [date may be updated according to school’s needs] to correct it. If your mailing address changes later this year, please tell us.

See the enclosed list of *Frequently-Asked Questions about P-EBT* to learn more about these benefits.  If your student is eligible for any benefits for September – January, those will be sent in April.  Benefits for the rest of the school year will be sent this summer.

Thanks for your help.

Sincerely,

[Signature]

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](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.