Reminder of School Meal Eligibility Expiration

DATE:

TO:

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

RE: Expiration of School Meal Eligibility

Last year 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. Unless you submit an application by **[insert date]**, your child(ren) will have to pay the full price for school meals.

If we do not receive your new application by **[insert date]** your child(ren) will have to the pay the following prices for school meals:

Breakfast $\_\_\_\_\_\_\_\_\_\_\_\_\_

Lunch $\_\_\_\_\_\_\_\_\_\_\_\_\_

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/)

This institution is an equal opportunity provider.