REMINDER OF PREVIOUS YEAR’S ELIGIBILITY BENEFITS EXPIRATION

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DATE:

TO:

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

RE: **School Meals and Eligibility Benefits**

Last year your family was eligible for Free or Reduced Price school meals. As of today, we have not received your Free & Reduced Price Meal Application 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 form, 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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).

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