

PARENT/GUARDIAN NOTIFICATION LETTER • VERSION 2

Eligibility Established through Direct Certification Based on

FOSTER CHILD, HOMELESS, RUNAWAY OR HEAD START PROGRAM STATUS

Use District/School Letterhead

[insert date]

Dear Parent/Guardian:

We want to let you know that the children listed below will receive free [insert applicable meal, e.g., lunches, breakfasts, milk, and snacks] at school because they have been directly certified and are automatically eligible for free meals without further application. Direct certification is the process of determining children eligible for free meals benefits based on documentation obtained directly from the appropriate state or local agency or other authorized individual. Children who are identified as foster children, homeless, runaway, or being enrolled in a federally funded Head Start Program are considered to be directly certified if documentation was provided by an appropriate state agency (e.g., Connecticut Department of Children and Family Services) or an authorized individual overseeing the mentioned programs. **If you have received this letter, do not submit a free and reduced-price meal application. Also, maintain this copy for your records, which may be used as proof of free eligibility for other programs.**

Name of Child	Name of School

For these types of direct certification, *only the child identified as being directly certified is eligible for free meals.*

Please contact [insert name] at [insert telephone number] or [insert e-mail address] if:

- there are other children in your household who are not listed above and you would like them to receive free meals at school;
- you do not want your children to have free meals; or
- you have any additional questions.

Sincerely,

[insert name and title]

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

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](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

This institution is an equal opportunity provider.