

**ELIGIBILITY NOTIFICATION LETTER  
DIRECT CERTIFICATION**

Date: \_\_\_\_\_

Dear Parent/Guardian:

Each student identified below is automatically approved for free school meals based on his/her eligibility for:

Food Stamps/ Virginia Temporary Assistance for Needy Families (TANF)

Student's Name:		Student's Name:	
School:		School:	
Student's Name:		Student's Name:	
School:		School:	

Please **do not** fill out an application for free or reduced price meals for this (these) child(ren). Your child(ren) will receive free meals unless you notify us that you do not want your child(ren) to receive these benefits. If you do not want your child to receive these benefits, please call \_\_\_\_\_

If any of the information listed above is incorrect, or you have any questions, please contact this office at \_\_\_\_\_

**You must tell the school when you no longer receive food stamps or VA TANF for your child.**

<p><b>OPTIONAL PARAGRAPH (For School Division)</b>  <b>(SCHOOL DIVISION MUST INCLUDE IN THE REQUEST FOR RELEASE OF INFORMATION, THE PURPOSE OF REQUEST, BENEFIT TO THE CHILD, AND SCHOOL OFFICIAL'S NAME)</b>                  Your child may be eligible for additional benefits or services. If you would like your child to be considered for Dental Care or Medicaid                  _____                  (Include explanation of any other benefit)</p>
<p>Please sign here: _____                  _____                  Parent's Signature</p>
<p>Take or mail this letter to: _____</p>

Sincerely,

\_\_\_\_\_  
**Signature of Approving Official**

\_\_\_\_\_  
**Date**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.