

LETTER TO HOUSEHOLDS NOTIFICATION OF SELECTION FOR VERIFICATION OF ELIGIBILITY

(Student's Name)

(School)

(Date)

IMPORTANT: YOU MUST ANSWER THIS LETTER

Dear _____ :

If you do not reply to this letter, your child will not continue to receive free or reduced price meals.

This letter requires that you submit information to or contact _____
by _____ . (official's name)
(date)

Your child's application has been selected as part of a review to make sure only eligible students receive free or reduced price meal benefits.

You must send **either**: (1) papers that show that you get food stamps or VA TANF for your child; **or** (2) the name and social security number of each adult household member on the enclosed sheet **and** papers that show your household's current income.

We have enclosed information that shows the kinds of papers that you may use to prove that you now get food stamps or VA TANF for your child or to show your household's income. If possible, do not send original papers. If you do send original documents, they will be sent back to you only if you ask.

If you do not send information that proves your child is eligible to receive free or reduced price meal benefits by _____ these meal benefits will be stopped.
(the date above)

If you have any questions or if you need any help, please call _____
(name)
at _____ . If you do not hear from us by _____ , free or reduced
(phone number) (date)
price meals will continue without change.

Thank you for your cooperation in this matter.

Sincerely,

Enclosures (Verification Information for Free and Reduced Price Meals--Enclosure #1)
(Form for Social Security Numbers--Enclosure #2)

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.