

LETTER TO HOUSEHOLD
LETTER OF VERIFICATION RESULTS WITH ADVERSE ACTION
FOR INCOME HOUSEHOLDS

Child(ren)'s Name(s): _____

School: _____

Date: _____

Dear _____.

We have completed verification of your child(ren)'s eligibility. Starting (10 calendar days from today, or date sent) _____ your child(ren)'s eligibility for meal benefits will be:

_____ Changed from free to reduced price because your income is over the allowable amount. The reduced price charge is ____ cents for lunch and ____ cents for breakfast.

_____ Stopped for the following reason(s):

_____ your income is over the allowable amount for free or reduced price meals;

_____ you did not provide proof of current eligibility. The following information is missing: _____.

Starting immediately your child(ren)'s eligibility for meal benefits will be:

_____ Changed from reduced price to free because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

If your benefits changed now but you later on have a decrease in household income, become unemployed, or have an increase in the size of your household, you may fill out an application at that time to reapply for benefits. If you start getting SNAP, TANF, or FDPIR later on, bring a copy of the notice of eligibility in to the school.

If you do not agree with the decision, you may discuss it with our school's verifying official,

_____.

You also have a right to a fair hearing. This can be done by calling or writing the following official:

Name: _____

Address: _____

Local Phone: _____

Toll-Free Phone: _____

If you request a hearing by (insert 10 calendar days from the date sent), your child will continue to receive free meals until the decision of the hearing official is made.

If you are not eligible for benefits now, but your household circumstances change, you may fill out an application at that time and reapply for benefits.

Sincerely,

Enclosures: Verification Information for Free and Reduced Price Meals

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Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer. As stated above, all protected bases do not apply to all programs, "the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs."

VERIFICATION INFORMATION FOR FREE AND REDUCED PRICE MEALS

SNAP/TANF/FDPIR HOUSEHOLDS: If you were getting Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) for your child at the time you applied, you only have to send something that shows your household was getting them. No other information is required. This can be:

- SNAP, TANF, or FDPIR certification notice** showing the beginning and ending dates of the certification period.
- Letter from the SNAP, TANF, and FDPIR office** stating that you were eligible to get benefits.

HOUSEHOLDS THAT APPLIED BASED ON INCOME: If you do not get SNAP, TANF, or FDPIR for your child, send copies of information or papers that show your household's income for any point in time between the month prior to when you applied for meal benefits and now when you submit the papers. Farmers or other self-employed people may need to use tax forms to show income.

The papers you send in must show: (1) the amount of income received, (2) the name of the person who received it, (3) the date the income was received, and (4) how often the income is received.

To show the amount of money your household received last month, send copies of the following:

--**Earnings/wages/salary for each job:**

- Paycheck stub that shows how often it is received.
- Pay envelope that shows how often it is received.
- Letter from employer stating gross wages paid and how often they are paid.
- Business or farming papers, such as ledger or tax books or tax forms.
- Printout of electronic notification of deposit.

--**Social security/pensions/retirement:**

- Social security retirement benefit letter.
- Statement of benefits received.
- Pension award notice.

--**Unemployment compensation/disability or worker's compensation:**

- Notice of eligibility from State employment security office.
- Check stub.
- Letter from worker's compensation.

--**Welfare payments (TANF, General Assistance):**

- Benefit letter from welfare agency.

--**Child support/alimony:**

- Court decree, agreement, or copies of checks received.

--**All other income:** If you have other forms of income (such as rental income) send information or papers that show the amount of income received, how often it is received, and the date received.

--**No income:** If you have no income, send a brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

If you have any questions, or need help to decide the information to send, please contact:

School official's name, local phone number, toll-free phone number and email