Dear Parent or Guardian:

Your application for free or reduced-price meals has been processed for the following children:

Your application was:

[ ]  Approved for free meals – Effective date:

[ ]  Approved for reduced-price meals – Effective date:
 ($      for lunch, $      for breakfast, and $      for snacks.)

[ ]  Denied for the following reason(s):

 [ ]  Income over the allowable amount.

 [ ]  Incomplete application/missing information:

 [ ]  Other:

If you do not agree with the decision, you may discuss it with the fair hearing official. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

Name       Title

Address

Telephone Number       E-mail

You may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in household income, become unemployed, have an increase in household size, or are now receiving Basic Food, TANF, or FDPIR for your child(ren) you may fill out another application at that time.

Sincerely,

 Name Title Date

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| mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 | fax: (202) 690-7442; oremail: program.intake@usda.gov |
| This institution is an equal opportunity provider. |