Dear Parent or Guardian:

Your application for free or reduced-price meals for your child(ren) has been denied for the following reason(s):

Income over the allowable amount.

Incomplete application. The following information is missing:

Other:

The application for free and reduced-price benefits must contain complete eligibility information in order to be approved. You may provide the missing information so your eligibility may be reconsidered.

If you do not agree with the decision, you may discuss it with the fair hearing official. This can be done by calling or writing the following official:

Name       Title

Address

Telephone Number

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; or  email: [program.intake@usda.gov](mailto:program.intake@usda.gov) |
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