# Notice of Direct Certification

Dear Parent/Guardian:

The child(ren) listed below qualify to receive free lunches, breakfasts, and snacks (if available) at school. You do not need to complete a free and reduced application, because your child(ren)’s school meal eligibility has been determined through participation in one of the following programs: SNAP, TANF, FDPIR, foster care, homeless or migrant.

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| --- | --- |
| Name of Child | Name of School |
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Please contact the school your child(ren) attend in the following situations:

* If there are additional students in your household *not* listed above that you would like to receive free school meals (School meal benefits extend to all students when any household member receives SNAP, TANF or FDPIR)
* If you would like to voluntarily withdraw the free school meal benefits
* If you have any additional questions

Sincerely,

**[name]**

**[phone number]**

**[e-mail address]**

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.