

Letter to Household Following Hearing

Delete this text and above title. Print on school letterhead.

Date _____

Dear _____:

A decision has been made concerning the eligibility of your children for Child Nutrition Program benefits. Based on the USDA eligibility guidelines and the documentation provided during the hearing, effective _____ the eligibility of your child(ren) for Child Nutrition Program benefits is as follows:

Eligibility will change from free to reduced price. The reduced price charge is:
_____ for lunch, _____ for breakfast and _____ for after school snacks.

Eligibility will change from reduced price or free to paid

The reasons for the above changes are:

- Household income is over the allowable amount.
- Household is not receiving Food Assistance/TAF/FDPIR

Eligibility will not change

If you are not eligible for benefits now, but have a decrease in household income, become unemployed, have an increase in household size or are approved to receive Food Assistance, TAF or FDPIR, you may fill out an application at that time and reapply for benefits.

Sincerely,

_____, Hearing Official

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

(2) **fax:**
(833) 256-1665 or (202) 690-7442; or

(3) **email:**
program.intake@usda.gov

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