

LETTER TO HOUSEHOLD

**LETTER OF VERIFICATION RESULTS AND ADVERSE ACTION
FOR SNAP, TANF, or FDPIR COMMODITY HOUSEHOLDS**

Date: _____

Available records show that your household

- Did not respond to our request for documentation
- Was not getting benefits such as SNAP, TANF, or FDPIR commodities at the time described on your application for meal benefits.

To continue benefits for your child:

- (1) Send in papers that show your household was receiving benefits
- Or
- (2) Complete a new application with income and other requested information and.
- (3) Send in papers that show your household's current income.

Your child's free school meal benefits will be stopped on (10 calendar days from today)

_____ unless we receive this information. Any continued free or reduced price meals would depend on your showing documentation of benefits or else your current household income.

If you do not agree with the decision, you may discuss it with (school official's name)

_____ by calling this toll free phone number: _____.

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

Name: _____

Address: _____

Toll-Free Phone: _____

If you request a hearing before (10 calendar days from today) _____, 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

Non-Discrimination Statement

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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:

(Name, Toll-free Phone Number and Email address of School's Official)