LETTER TO HOUSEHOLDS: NOTIFICATION OF SELECTION FOR VERIFICATION OF ELIGIBILITY

Student's Name:_____ School:_____ Date:_____

IMPORTANT: YOU MUST ANSWER THIS LETTER

Dear _____:

If you do not reply to this letter, your child will not continue to receive free or reduced price meals. This letter requires that you send information or contact __(official's name)_____by_(date)_.

Your child's Meal Benefit Form requesting free or reduced price meals has been selected as part of a review to make sure only eligible students receive free or reduced price meal benefits.

You must send **either** (1) papers that show that you get food stamps or TANF for your child **or** (2) the name and social security number of each adult household member on the enclosed sheet **and** papers that show your household's current income.

We have enclosed information that shows the kinds of papers that you may use to prove that you now get food stamps or TANF for your child or to show your household's income. If possible, do not send original papers. If you do send original papers, they will be sent back to you only if you ask.

If you do not send information that proves your child is eligible to receive free or reduced price meal benefits by (the date above), these meal benefits will be stopped.

If you have any questions or if you need any help, please call _____(name)_____ at (phone number). If you do not hear from us by_(date)_, free or reduced price meals will continue without change.

Thank you for cooperating in this matter.

Sincerely,

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

VERIFICATION INFORMATION FOR FREE AND REDUCED PRICE MEALS

FOOD STAMP/TANF HOUSEHOLDS: If you get food stamps or TANF for your child, you **only** have to send something that shows your household is now getting them. No other information is required. This is:

- **Food stamp or TANF certification notice** showing the dates of the certification period.
- **Letter from the food stamp or welfare office** stating that you now get food stamps or TANF.
- **ATP Card** (Authorization to participate)

If your child was approved for free meals because you put a food stamp or TANF case number on your child's form but you no longer get food stamps or TANF for your child and want to continue benefits: (1) complete another meal benefit form with income information for everyone in your household, (2) write the name and the social security number of each adult household member on the form or on another piece of paper, and (3) send pay stubs or other papers that show your **current** income.

HOUSEHOLDS THAT DO NOT GET FOOD STAMPS OR TANF: If you do not get food stamps or TANF for your child, (1) write the name and social security number for each adult household member in the spaces below and (2) send copies of information or papers that show your household's **current** income. Current income is the amount of money your household received last month.

Names of Adult Household Members	Social Security Numbers
1. _____	__/__/__/-__/__/-__/__/__/__/
2. _____	__/__/__/-__/__/-__/__/__/__/
3. _____	__/__/__/-__/__/-__/__/__/__/
4. _____	__/__/__/-__/__/-__/__/__/__/
5. _____	__/__/__/-__/__/-__/__/__/__/

The papers you send in must show: (1) the amount of the 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:** Current paycheck stub that shows how often it is received; Current pay envelope that shows how often it is received; Letter from employer stating gross wages and how often they are paid; Business or farming papers, such as ledger or tax books
- **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 (General Assistance):** Benefit letter from welfare agency
- **Child support / alimony:** Court decree; Agreement; 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

Privacy Act Statement. Unless you list the child's food stamp, FDPIR, or TANF case number, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the form or indicate that the household member signing the form does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the form does not have a social security number, we cannot approve the form. The social security number may be used to identify the household member in verifying the correctness of information stated on the form. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, FDPIR, or TANF office to determine current certification for food stamps, FDPIR, or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States, and law enforcement officials for the purpose of investigating violations of certain Federal, State and local education, health and nutrition programs.