

## K. NOTICE OF ADVERSE ACTION

All households for whom benefits are to be reduced or terminated must be given 10 calendar days' written advance notice of the change. A prototype notice of adverse action may be found using the link in Appendix B. of this manual.

The notice of adverse action may be sent via the postal service or to the email address of a parent/guardian. The LEA cannot notify the household of adverse action by phone.

The first day of the advance notice period is the day the notice is sent. The notice must advise the household of the following:

- Change in benefits;
- Reasons for the change;
- That an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision;
- Instructions on how to appeal;
- That the household may reapply for benefits at any time during the school year; and
- Households that were terminated because no member was receiving benefits from an Assistance Program may submit an application containing household names and income information and provide written evidence of current household income.