

WE HAVE CHECKED YOUR APPLICATION

School: _____

Date: _____

Dear _____:

We checked the information you sent us to prove that **[name(s) of child(ren)]** are eligible for free or reduced price meals and have decided that:

- Your child(ren)'s eligibility has not changed.
- Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from reduced price to free** because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.
- Starting **[date]**, your child(ren)'s eligibility for meals will be changed **from free to reduced price** because your income is over the limit. Reduced price meals cost **[\$]** for lunch and **[\$]** for breakfast.
- Starting **[date]**, **your child(ren) are no longer eligible** for free or reduced price meals for the following reason(s):
 - ___ Records show that no one in your household received SNAP (formerly Food Stamps) benefits.
 - ___ Records show that the child(ren) is/are not foster, homeless, runaway, or migrant.
 - ___ Your income is over the limit for free or reduced price meals.
 - ___ You did not provide: _____
 - ___ You did not respond to our request.

Meals cost **[\$]** for lunch and **[\$]** for breakfast. If your household income goes down or your household size goes up, you may apply again. If you were denied benefits because no one in the household received SNAP benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you do not agree with this decision, you may discuss it with _____ (Determining Official) at _____ (phone number) or at _____ (e-mail address).

If you wish to review the decision further, you have the right to a fair hearing. To request a fair hearing, call or write the following official:

Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Sincerely,
[signature]

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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).

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