

NOTIFICATION LETTER REGARDING MEALS/MILK – CACFP/CHARGE

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION & FOOD DISTRIBUTION PROGRAMS

Rev. (2/19) G/Tools/CACFP/Notification Letter Regarding Meals-Milk-CACFP Charge

Date

Dear _____:

Your application for free or reduced-price meals for your child(ren) has been:

<input type="checkbox"/> Approved for free meals			
<input type="checkbox"/> Approved for reduced-price benefits. The charges are:			
Lunch	Breakfast	Snack	Supper
<input type="checkbox"/> Denied for the following reason(s):			
<input type="checkbox"/> Income is over the allowable amount			
<input type="checkbox"/> Incomplete application			
<input type="checkbox"/> Other _____			

If you do not agree with the decision, you may discuss it with the local agency.

If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

Name	Telephone
Address	

You may apply for benefits at any time during the year. If you are not eligible now, but have a decrease in household income, become unemployed, have an increase in family size, or begin to receive SNAP benefits, TANF, or FDPIR benefits, fill out an application at that time.

Sincerely,

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

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

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