# NOTIFICATION LETTER REGARDING EXPIRING SCHOOL MEAL ELIGIBILITY

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS

(Rev. 5/25) Teams/4NSLP/New Year 26//Notification Letter Regarding Expiring School Meal Eligibility

|  |
| --- |
| Date |

Dear Parent/Guardian:

The free or reduced meal and/or special milk eligibility are expiring for the following child(ren) on [insert your school’s 30th operating day]. After this day, if a qualifying application has not been received, the child’s meal account will return to paid. The price of breakfast is: $\_\_\_\_\_\_ and the lunch price is set at:

$ \_\_\_\_. You will be responsible for any charges that occur on the meal account(s).

|  |  |
| --- | --- |
| Name of Child | Name of School |
|  |  |
|  |  |

Please submit a new application to determine eligibility for meals and/or milk for the remainder of this school year. Households must be certified annually to continue benefits.

You may discuss questions or concerns with:

|  |  |
| --- | --- |
| Name: | Phone Number: |

REMINDER: Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item.

Sincerely,

[Signature]

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](https://www.usda.gov/sites/default/files/documents/ad-3027.pdf), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax**: (202) 690-7442; or
3. **Email**: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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