**LETTER TO HOUSEHOLD SELECTED FOR VERIFICATION**

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION   
(Rev. 8/25) G/Tools/SNP/Letter to Household Selected for Verification

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

Your Free and Reduced Price School Meals Application has been selected to be checked. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that your children are eligible for free or reduced price meals.

**You must send the information we need, or contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or your children will stop receiving free or reduced price meals.**

To verify that your household is eligible for free or reduced price meal benefits, send copies of the following (all that are checked). If possible, send copies, not originals. If you do send originals, they will be sent back to you only if you ask.

* Earnings/Wages/Salary for each job
* Current paycheck stub that shows gross wages paid and how often it is received**-OR-**
* Letter from employer stating gross wages paid and how often they are paid

**Return the form and copies of your papers to the school**

* Self Employed Persons (including farmers)
* Most recent copy of federal tax form 1040**-OR-**
* If previous year tax form does not show current income status, business or farming papers such as ledger or tax books may be used

**Return the form and copies of your papers to the school**

* Social Security/Pensions/Retirement
* Social Security retirement benefit letter**-OR-**
* Statement of benefits received**-OR-**
* Pension notice

**Return the form and copies of your papers to the school**

* Unemployment Compensation/Disability or Worker’s Compensation
* Notice of eligibility from State Unemployment Office**-OR-**
* Check stub**-OR-**
* Letter from Worker’s Compensation

**Return the form and copies of your papers to the school**

* Supplemental Nutrition Assistance Program (SNAP - formally known as Food Stamps) or Temporary Assistance for Needy Families (TANF) benefits
* Benefit letter from agency
* Child Support/Alimony
* Court decree, agreement or copies of checks received
* Foster Child
* Official documentation from the agency sponsoring the child
* All other income
* If you have other forms of income (such as rental income) send information or papers that shows the amount of income received, how often it is received, and the date received

**Return the form and copies of your papers to the school**

**Send information to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you have any questions or if you need help, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint-filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027 (PDF)](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: 2. Fax 3. Email:   
U.S. Department of Agriculture (202) 690-7442; or [program.intake@usda.gov](http://mailto:program.intake@usda.gov/)   
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or *This institution is an equal opportunity provider.*