# NOTIFICATION LETTER REGARDING EXPIRING SCHOOL MEAL ELIGIBILITY

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS

(Rev. 08/22) G/Tools/SNP/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]

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: 2. Fax 3. Email:   
U.S. Department of Agriculture (833) 256-1665 or (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.*