**[insert date]**

Dear Parent/Guardian,

Welcome! We have been notified that your children have transferred to our district from a school that participates in the Community Eligibility Provision (CEP), which allows all students to receive school meals free of charge. The **[insert name of school district]** is not eligible to participate in the CEP. Therefore, in order for your children to be eligible for free or reduced-price meals, you must complete and submit the attached Free and Reduced-price Meal Application for approval.

Note that your children are entitled to continue receiving free meals for the first 30 operating days in our district. Their free eligibility will expire on **[insert date].** Once we have received and processed your application, we will notify you of your children’s meal eligibility. If we do not receive an application, your children will be required to pay full price for breakfast and lunch as of this date. The cost of breakfast is **[insert price]** and the cost of lunch is **[insert price]**.

If you have any questions about this information or the school nutrition programs, please contact me at **[insert telephone number]**.

Sincerely,

**[insert name]**, Determining Official

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

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](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (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.

This institution is an equal opportunity provider.