**[insert date]**

Dear Parent/Guardian:

We want to let you know that the students listed below will receive milk at school because they have been directly certified and are automatically eligible for milk at no cost without further application. Direct certification is the process of determining students eligible for free milk benefits based on documentation obtained directly from the appropriate state or local agency or another authorized individual. Students who are identified as **foster children, homeless, runaway, or being enrolled in a federally funded Head Start Program are considered to be directly certified if documentation was provided by an appropriate state agency (e.g., Connecticut Department of Children and Family Services) or an authorized individual overseeing the mentioned programs. If you have received this letter, do not submit a free milk application.**

Maintain this copy for your records. It may be used as proof of free eligibility for other programs.

|  |  |
| --- | --- |
| **Name of child** | **Name of school** |
|  |  |
|  |  |
|  |  |

For these types of direct certification, **only the student identified as being directly certified is eligible for free milk.**

Please contact **[insert name] at [insert telephone number] or [insert e-mail address]** if:

* there are other students in your household who are not listed above, and you would like them to receive free milk at school;
* you do not want your children to receive free milk; or
* you have any additional questions.

Sincerely,

**[insert name and title]**

**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, 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/ad-3027.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: U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](http://mailto:program.intake@usda.gov/)

This institution is an equal opportunity provider.