**[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, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.