# **Attachment S**

# Notice of Direct Certification

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below will receive free lunches, breakfasts, and snacks at school because they receive **Supplemental Nutrition Assistance Program (SNAP)** or **Temporary Assistance to Needy Families** (**TANF)**. If there are other children in your household who aren’t listed below***, they may qualify for free meals.***

|  |  |
| --- | --- |
| **Name of Child** | **Name of School** |
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We want to let you know that the child(ren) listed below will receive free lunches, breakfast, and snacks at school because they are under “other source categorical eligibility”: **Foster Child, Homeless, Migrant, Head Start and Runaway**. *This determination does not automatically extend to other children in the household.*

|  |  |
| --- | --- |
| **Name of Child** | **Name of School** |
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Please contact the school that your child/children attend in the following situations:

* You do not want your children to have free meals
* You have any additional questions

**[name]**

**[phone number]**

**[e-mail address]**

Sincerely,

**[signature]**

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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.

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