

**NOTIFICATION LETTER  
CERTIFICATION FOR FREE SCHOOL MEALS**

Dear Parent or Guardian:

Your children listed below have been approved for free school meals. This approval is based on Minnesota Family Investment Program (MFIP) or Supplemental Nutrition Assistance Program (SNAP) data provided to this school district by the Minnesota Department of Education. It is not necessary for you to complete an Application for Educational Benefits or to contact us to receive free school meals for the children listed below.

Please contact us if you feel that your child has been incorrectly certified for free school meals or if you do not want to receive free school meals. If you have any questions, please call: \_\_\_\_\_

**Approved for Free School Meals:**

**Child's Name**

**School Name**

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If you have any students in your household who are not listed above, those students will also qualify for free school meals once you identify them to our office. *To receive free school meals for any students in your household who are not listed above*, you must send us this letter (or a copy) with the following information written in: Full name of each additional student in your household, the school they attend, head of household's signature and date. Send to:

**Additional Children in Household:**

**Child's Name**

**School Name**

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**Head of Household Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Privacy:** Information on a household's participation in MFIP or SNAP is private data that may be used to establish eligibility for free school meals as allowed by federal law. In addition to being used to provide free school meals, a student's school meal eligibility status is an "essential data element" that is recorded on a statewide computer system that all Minnesota school districts use to report data to the Minnesota Department of Education, as required by state law. The Department uses this information to (1) administer state and federal programs, (2) calculate state compensatory revenue to school districts and (3) judge the quality of the state's educational program. A student's school meal eligibility status may also be released by the school district to persons directly connected with a federal education program, a state health or education program administered by a state agency or a school, or any federal, state or local nutrition program with participation requirements similar to the National School Lunch Program. School officials may use the information to send you information about other programs or benefits that you may qualify for. School meal eligibility status by name is not released for any other purposes unless the parent or guardian's written consent is obtained. School meal eligibility information is also used for statistical purposes, without identification by name.

**Nondiscrimination:** The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, [complete the USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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