


Attachment A – Modified Verification Letter



Dear [Susan],

[Mary Jones, Tom Jones, and Steven Jones] were approved for free/reduced price meals a little while ago.

But there is one last step – we need to verify your application. Each year we ask different households for proof to make sure that only eligible children receive free/reduced price meals.



Send the information we request on page 2 by **[Oct 16]**, or your child(ren) will **stop receiving free/reduced price meals.**

If you have any questions or need help, please contact [Juanita Price] at the [toll free number] [(xxx)-xxx-xxxx] or via [email].

Sincerely,

[Signature]

Name

[Director, Child Nutrition Services]

[School District]

**The documents you need to submit
are explained on page 2 →**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to complete this information collection is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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The Richard B. Russell National School Lunch Act requires the information we are requesting. While providing the requested information is voluntary we cannot approve your children for free or reduced price meals if you do not provide the information. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. Pursuant to Section of 7 of the




Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

How to Prove Eligibility

Please provide **ONE** of the following by [Oct 16]. Documents can be dated from the time of application, one month prior to application, or any time since:

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|----|----------------------------------|---|
| 1. | [SNAP], [TANF] or [FDPIR] | Send your [SNAP], [TANF], or [FDPIR] Certification Notice (the document that told you that you were approved for benefits) or a letter from the same office that shows dates of certification.
<u>Do not send your EBT Card!</u> |
| | Foster child | Send documentation from a State child welfare agency or court. Or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child. |
| | Homeless, Migrant, Runaway child | Contact [school, homeless liaison, or migrant coordinator] at (xxx)-xxx-xxxx]. |
| OR | | |
| 2. | Proof of household income | Send documents for each income source your household receives showing the amount of income, name of the person who received the income, the date it was received, and how often it was received. Examples of acceptable documents are listed below. |

Send this information via **ONE** of the following methods by [Oct 16].

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|  Take pictures of the requested documents with your phone/camera and email them to [e-mail]. Include a picture of the first page of this letter. | OR |  Mail documents along with the first page of this letter to [mailing address] using the pre-paid envelope provided. We will send back originals. | OR |  Come in person to the office located at [address] to drop off the documents. Please bring this letter with you. |
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Acceptable Documents

- **Jobs:** Paycheck stub or pay envelope. If the stub or envelope does not list how often you receive pay, please include a letter from your employer stating gross (total) wages and how often you are paid; or, if you work for yourself, please include business or farming papers, such as ledger books or last year's tax return.
- **Social Security, Pensions, or Retirement:** Social Security retirement benefit letter, statement of benefits received, or pension award notice.
- **Unemployment, Disability, or Worker's Compensation:** Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation office.
- **Child Support or Alimony:** Court decree, agreement, or copies of checks received.
- **All Other Income:** Information that shows the amount of the income, name of the person who received the income, the date it was received, and how often it was received.
- **No Income:** A brief note explaining how you provide for your household expenses, and when you expect an income.
- **Military Housing Privatization Initiative:** Letter or rental contract showing that your housing is part of the Military Privatized Housing Initiative.