Verification Information for

Free and Reduced Price Meals

FOOD STAMP/TEMPORARY ASSISTANCE HOUSEHOLDS: If you receive Food Stamps or Temporary Assistance for your child, you only have to send something that shows your household receives or received benefits at any point in time between the month prior to application and the time documentation is required. No other information is required. This can be:

1. Food Stamp or Temporary Assistance Certification Notice showing the beginning and ending dates of the certification period
2. Letter from the Food Stamp/Temporary Assistance office stating that you receive or received at any point in time between the month prior to application and the time documentation is required, Food Stamps or Temporary Assistance

If your child was approved for free meals because you put a Food Stamp or Temporary Assistance number on your child’s application, but you no longer receive Food Stamps or Temporary Assistance for your child and want to continue benefits, provide documentation that proves your eligibility for any point in time between the month prior to application and the time documentation is required.

HOUSEHOLDS THAT DO NOT RECEIVE FOOD STAMPS OR TEMPORARY ASSISTANCE: If you do not receive Food Stamps or Temporary Assistance for your child, send copies of information or papers which show your household’s income that proves eligibility from any one point in time between the month prior to application and the time income documentation is required.

**The papers you send in must show: (1) The amount of the income received; (2) the name of the person who received it; (3) the date the income was received; and (4) how often the income is received.**

To show the amount of money your household received, send copies of the following:

1. EARNINGS/WAGES/SALARY FOR EACH JOB:
2. A paycheck stub from any one point in time between the month prior to application and the time income documentation is required that shows how often it is received
3. Pay envelope from any one point in time between the month prior to application and the time income documentation is required that shows how often it is received
4. Letter from Employer stating gross wages paid and how often they are paid
5. Business or farming papers, such as ledger or tax books
6. SOCIAL SECURITY/PENSIONS/RETIREMENT:
7. Social Security retirement benefit letter
8. Statement of benefits received
9. Pension award notice
10. UNEMPLOYMENT COMPENSATION/DISABILITY OR WORKERS’ COMPENSATION:
11. Notice of eligibility from State Employment Security Office
12. Check stub
13. Letter from Workers’ Compensation
14. CHILD SUPPORT/ALIMONY:
15. Court decree, agreement or copies of checks received
16. ALL OTHER INCOME: If you have other forms of income (such as rental income) send information or papers which show the amount of income received, how often it is received, and the date received.

NO INCOME: If you have no income, send a brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

If you have any questions, or need help in deciding the kind of information to send, please call **[school official name and Phone number].**

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children’s eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.

Non-Discrimination Statement:

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf**](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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**

This institution is an equal opportunity provider.