[Copy on Letterhead]

DATE

Dear Parents and Guardians,

​Since the start of the COVID-19 pandemic, schools that participate in the Federally funded National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) have been operating under waivers that allowed participating schools to provide meals to all students at no charge, regardless of eligibility, through the end of the 2021-22 school year. These waivers have expired and **are not** available for the 2022-23 school year. Therefore, meals will be provided and charged to students based on their eligibility for free, reduced price, or paid. Schools that participate in the Community Eligibility Provision (CEP) will continue to offer meals to enrolled students at no charge.

Eligibility for free and reduced price meals is based on Federal income eligibility guidelines or participation in other programs including Food Share, W-2 Cash Benefits, Food Distribution on Indian Reservations, and some Medicaid programs. Households are encouraged to apply for free or reduced price meal benefits before the start of the school year.

<< Insert information about how to request/submit a USDA free/reduced price meal application here>>

For the 2022-23 school year, the price of reduced and paid lunches are as follows:

|  |  |  |
| --- | --- | --- |
| **Grades** | **Breakfast** | **Lunch** |
| Elementary (K-5) | $X. XX | $X. XX |
| Middle (6-8) | $X. XX | $X. XX |
| High (9-12) | $X. XX | $X. XX |
| Reduced Price (All grade levels) | $0.30 | $0.40 |

If you have questions, are unsure of your child(ren)s eligibility for free or reduced price meals, or would like to request an application, please contact [insert name of contact] at [insert phone number of contact] or [insert email address].

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>, 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](http://mailto:program.intake@usda.gov/)

 This institution is an equal opportunity provider.