



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

## DCV – Potential Benefits Report



### User Guide

rev. August 2011

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## Table of Contents

Purpose-----	2
Common Terms-----	2
Login-----	3
Before You Begin -----	6
Potential Benefits Tab Main Screen Disclaimer -----	7
Instructions for Using the Potentially Eligible Report-----	8
Potential Benefits Main Screen-----	9
Column Headings Description -----	10
View 1 - All Potentially Eligible Students -----	11
View 2 - ONLY Potentially Eligible Students with Same Last Name as Certified Students -----	12
Determination & Documentation of Categorical Eligibility-----	13
Appendix A – Policy Memo SP 38-2009 -----	15
Appendix B - Potential Benefits Determination Letter -----	16
Appendix C – Record of Extended Benefits Log -----	17

## Purpose

In response to USDA Policy Memo SP 38-2009, Extending Categorical Eligibility to Additional Children in a Household, NCDPI Child Nutrition Services in collaboration with the NC Department of Health and Human Services has developed a tool to assist SFAs in identifying student(s) that may reside in the same household as a student(s) that currently receive free meal benefits as a result of being directly certified.

The purpose of this tool, the Potential Benefits Report, is to identify potential students for extended benefits; however the SFAs are responsible for actually determining the potential students' actual location and approval for extended benefits.

The **Potential Benefits Report** contains information (name, address, date of birth, school, grade) from the **NC WISE** database about students who **MAY** be eligible for free meal benefits because they live in the same household as a student who has been directly certified. According to the USDA, any student who lives in the household of a student who is directly certified for free meals is **categorically eligible for extended benefits**.

## Common Terms

### Categorically Eligible/Categorical Eligibility

Refers to students that are eligible for free meal benefits because they are a member of a household receiving assistance from the FNS (formerly Food Stamp) program, FDPIR or TANF.

For more information on Categorical Eligibility see Part 5 (page 40) of the *Eligibility Manual for School Meals*.

### Directly Certified

Refers to students that have been directly certified for free meal benefits.

### Extended Benefits

Term used to describe the process of extending free meal benefits to students that reside in the same household as a directly certified student.

### Potential Benefits Report

Refers to the report provided in the DCV system to aide SFAs in identifying students that are potentially eligible for free meal benefits based on their residency (according the NCWISE records) in the same household as a directly certified student.

### Potentially Eligible

Refers to students that are potentially eligible for free meal benefits based on their current residency.

## Login

The Login process has not changed with Direct Certification Version 2.0:

**STEP 1** - Before you can use the application you must:

- ✓ Have an NCID and
- ✓ Have subscribed to and been approved to use the Direct Certification system.

For additional information see the following web site:

<http://www.ncpublicschools.org/childnutrition/dcv-system/>

**STEP 2** - Go to <https://schools.nc.gov/dcv> to access the Login screen shown below.

**This is a closed site.** Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.

**NOTE** All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

User Name

Password

**Login**

[Click here to view the 'DCV Security Statement/Disclaimer'](#)

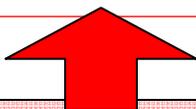
I have read, understood, and agree with information contained in the Statement/Disclaimer titled 'DCV Security Statement/Disclaimer'.

**SPECIAL NOTE:** The DCV Security Statement/Disclaimer Box must be checked prior to selecting the Login button.

**STEP 3** - Be sure you are familiar with the DCV Security Statement/Disclaimer and the penalties for improper disclosure of students' confidential information.

**Penalty**

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(B)(2)(C)) or a regulation, any information about a child's eligibility for free or reduced price meals shall be fined not more than a \$1,000 or imprisonment of not more than 1 year or both.



**DO NOT print or otherwise disclose this information to a third party for any purpose. The information may be uploaded into the School Food Authority's (SFA) Eligibility software ONLY.**

**STEP 4** - Upon successful Login, you will see the *Welcome Screen*. Select the **“Potential Benefits”** tab to proceed to the corresponding screen.

The screenshot shows a web browser window with the URL 'North Carolina De... Welcome'. The page header includes the program name and department information. A navigation bar at the top right contains tabs for 'Welcome', 'Certification', 'Potential Benefits', and 'Help'. The 'Potential Benefits' tab is highlighted with a red circle and a red arrow pointing to it from the text above. The main content area includes a welcome message for Janet Johnson, a security statement, project background, and logos for the Public Schools of North Carolina and the Department of Health and Human Services.

**Welcome Janet Johnson**

**DCV Security Statement/Disclaimer**

The information contained within this system is proprietary to the NCDPI and is confidential. It may not be disclosed to any party outside its intended audience without the written permission of the NC DPI IT Business Project Management Office (BPMO). This system or any web pages therein may not be reproduced, either by photocopy or electronically without the written permission of the NC DPI IT PMO. Every user of this system acknowledges, by access and use, the confidential nature of the material contained herein, and agrees to prevent the distribution of this website, by intent or otherwise, beyond its intended audience.

**Project Background & Purpose**

The North Carolina Child Nutrition Direct Certification/Verification project was developed collaboratively between with the North Carolina Department of Public Instruction and the North Carolina Department of Health and Human Services. The project was funded by a grant from the Food and Nutrition Service of the United States Department of Agriculture (CNDCV-06-NC-01).

This project provides data regarding students who are Directly Certified for free meal benefits under the requirements of the National School Lunch and Breakfast Programs. The information is to be used by Child Nutrition Administrators in School Food Authorities for the sole purpose of identifying students that automatically qualify for meal benefits at no charge to the student.

Section 9(b)(2)(C)(iii) of the National School Lunch Act (42 USC 1758(b)(2)(C)(iii) authorizes the limited disclosure of children’s free and reduced price meal eligibility information to specific programs or individuals without prior parent/guardian consent. Additionally, the statute specifies that for any disclosures not authorized by the statute, the consent of children’s parents/guardians must be obtained prior to the disclosure. Federal or State mandated education programs may have access to children’s confidential meal eligibility status for reporting purposes only. Local education initiatives are ineligible to receive this confidential information without prior written consent of the parent/guardian, therefore this information may be used only for the purposes specified herein.

**Penalty**

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(B)(2)(C)) or a regulation, any information about a child’s eligibility for free or reduced price meals shall be fined not more than a \$1,000 or imprisonment of not more than 1 year or both.

For more detailed information and resources on protecting student’s confidential information please refer to the Confidentiality/Disclosure section of the Child Nutrition Services website at:  
<http://www.ncpublicschools.org/childnutrition/publications/disclosure/>

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**Developed By**

Public Schools of North Carolina  
State Board of Education  
Department of Public Instruction

**In Partnership With**

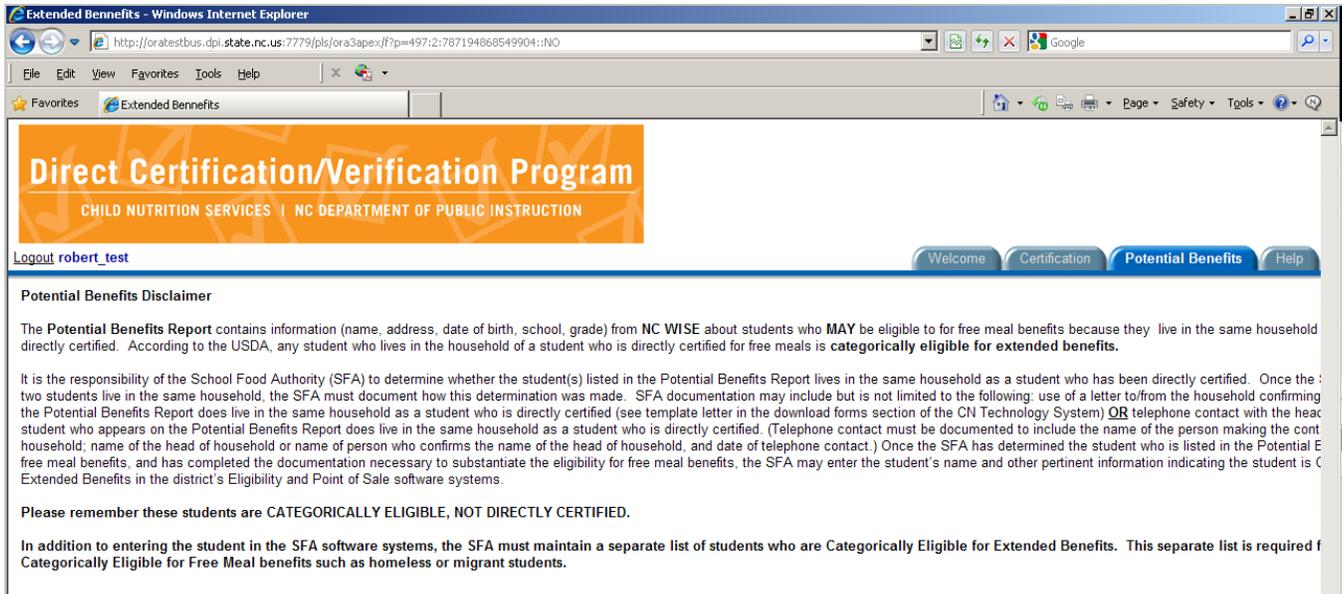
nc department  
of health and  
human services

## Before You Begin

- The Potential Benefits list is not downloadable.
- Under no circumstances should this list be printed.
- This list is not conclusive. The SFA must confirm the student residency is an eligible household.

## Potential Benefits Tab Main Screen - Disclaimer

NOTE: The disclaimer should be read in its entirety before scrolling down to view the list of potential benefits students. It is the responsibility of the SFA to comply with all federal regulations regarding USDA Policy Memo SP 38-2009 (See Appendix A).



The screenshot shows a web browser window titled "Extended Benefits - Windows Internet Explorer". The address bar shows the URL: <http://foratestbus.dpi.state.nc.us:7779/pls/ora3apex/f?p=497:2:787194668549904::NO>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search engine icon for Google. The page content includes a header with the text "Direct Certification/Verification Program" and "CHILD NUTRITION SERVICES | NC DEPARTMENT OF PUBLIC INSTRUCTION". Below the header, there is a navigation bar with buttons for "Welcome", "Certification", "Potential Benefits", and "Help". The "Potential Benefits" button is highlighted. The main content area is titled "Potential Benefits Disclaimer" and contains the following text:

**Potential Benefits Disclaimer**

The **Potential Benefits Report** contains information (name, address, date of birth, school, grade) from **NC WISE** about students who **MAY** be eligible to for free meal benefits because they live in the same household directly certified. According to the USDA, any student who lives in the household of a student who is directly certified for free meals is **categorically eligible for extended benefits**.

It is the responsibility of the School Food Authority (SFA) to determine whether the student(s) listed in the Potential Benefits Report lives in the same household as a student who has been directly certified. Once the two students live in the same household, the SFA must document how this determination was made. SFA documentation may include but is not limited to the following: use of a letter to/from the household confirming the Potential Benefits Report does live in the same household as a student who is directly certified (see template letter in the download forms section of the CN Technology System) **OR** telephone contact with the head of household; name of the head of household or name of person who confirms the name of the head of household, and date of telephone contact.) Once the SFA has determined the student who is listed in the Potential Benefits Report does live in the same household as a student who is directly certified, (Telephone contact must be documented to include the name of the person making the contact, name of the head of household or name of person who confirms the name of the head of household, and date of telephone contact.) Once the SFA has determined the student who is listed in the Potential Benefits Report does live in the same household as a student who is directly certified, and has completed the documentation necessary to substantiate the eligibility for free meal benefits, the SFA may enter the student's name and other pertinent information indicating the student is Categorized as Eligible for Extended Benefits in the district's Eligibility and Point of Sale software systems.

**Please remember these students are CATEGORICALLY ELIGIBLE, NOT DIRECTLY CERTIFIED.**

In addition to entering the student in the SFA software systems, the SFA must maintain a separate list of students who are Categorized as Eligible for Extended Benefits. This separate list is required for Categorized as Eligible for Free Meal benefits such as homeless or migrant students.

## Instructions for Using the Potentially Eligible Report

- The SFA should try to direct certify as many students as possible. This may be done by contacting the parent and seeking parental consent to use the “Search and Merge” feature in the DC system.
- The SFA should maintain all documentation for audit purposes. Do not extend benefits to the students on the list without CONFIRMATION from the HOUSEHOLD. This information should be reported on the Extended Benefits Log.
- The Potential Benefits Report list is not downloadable.
- Under no circumstances should this list be printed.
- This list is not conclusive. The SFA must complete all steps necessary to ensure that benefits are being extended to eligible students.

## Potential Benefits Main Screen

The information displayed here includes information for the direct certified student(s) as well as the potential benefit student(s). The information for potential students appears in bold. Depending on the settings of your browser, it may require scrolling to view all columns.

Logout robert\_test

Welcome Certification **Potential Benefits** Help

**Potential Benefits Disclaimer**

The **Potential Benefits Report** contains information (name, address, date of birth, school, grade) from **NC WISE** about students who **MAY** be eligible to for free meal benefits because they live in the same household directly certified. According to the USDA, any student who lives in the household of a student who is directly certified for free meals is **categorically eligible for extended benefits**.

It is the responsibility of the School Food Authority (SFA) to determine whether the student(s) listed in the Potential Benefits Report lives in the same household as a student who has been directly certified. Once the two students live in the same household, the SFA must document how this determination was made. SFA documentation may include but is not limited to the following: use of a letter to/from the household confirming the Potential Benefits Report does live in the same household as a student who is directly certified (see template letter in the download forms section of the CN Technology System) **OR** telephone contact with the head of household; name of the head of household or name of person who confirms the name of the head of household, and date of telephone contact.) Once the SFA has determined the student who is listed in the Potential E free meal benefits, and has completed the documentation necessary to substantiate the eligibility for free meal benefits, the SFA may enter the student's name and other pertinent information indicating the student is C Extended Benefits in the district's Eligibility and Point of Sale software systems.

Please remember these students are **CATEGORICALLY ELIGIBLE, NOT DIRECTLY CERTIFIED**.

In addition to entering the student in the SFA software systems, the SFA must maintain a separate list of students who are **Categorically Eligible for Extended Benefits**. This separate list is required for **Categorically Eligible for Free Meal benefits** such as homeless or migrant students.

Display:  All Potentially Eligible Students  
 ONLY Potentially Eligible Students with Same Last Name as Certified Students

Search:  Rows 5 Go

Certified Student NCWISE ID	Certified Student Name	Certified Student Address	Potentially Eligible NCWISE ID	Potentially Eligible Name	Potentially Eligible DOB	Potentially Eligible Grade	Potentially Eligible School Code ▲
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	000000001	<b>Louie Duck</b>	09/04/2002	03	320304
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	000000002	<b>Huey Duck</b>	09/04/2002	03	320304

1 - 2 of 2

## Column Headings Description

**Certified Student NC WISE ID**

Displays the current NC WISE ID number on file for the student currently receiving benefits.

**Certified Student Name**

Displays the student's name assigned to the NC WISE ID next to the name. If this is not correct you should contact your NC WISE coordinator.

**Certified Student Address**

Displays the current address for the DC Student.

**Potentially Eligible NCWISE ID**

Displays the NC WISE ID number for the student with the same address as the DC student

**Potentially Eligible Name**

Displays the name of the student listed in NC WISE that has the same address as the DC student.

**Potentially Eligible DOB**

Displays the date of birth of the potential benefit student.

**Potentially Eligible Grade**

Displays the grade of the potential benefit student.

**Potentially Eligible School Code**

Displays the school code of the potential benefit student.

**Potentially Eligible LEA Code**

Displays the SFA code of the potential benefit student.

## View 1 - All Potentially Eligible Students

This view displays the list of all students that may be eligible for benefits. The students are not listed in any particular order.

**Direct Certification/Verification Program**  
CHILD NUTRITION SERVICES | NC DEPARTMENT OF PUBLIC INSTRUCTION

Logout robert\_test

Welcome Certification **Potential Benefits** Help

**Potential Benefits Disclaimer**

The **Potential Benefits Report** contains information (name, address, date of birth, school, grade) from **NC WISE** about students who **MAY** be eligible to for free meal benefits because they live in the same household directly certified. According to the USDA, any student who lives in the household of a student who is directly certified for free meals is **categorically eligible for extended benefits**.

It is the responsibility of the School Food Authority (SFA) to determine whether the student(s) listed in the Potential Benefits Report lives in the same household as a student who has been directly certified. Once the two students live in the same household, the SFA must document how this determination was made. SFA documentation may include but is not limited to the following: use of a letter to/from the household confirming the Potential Benefits Report does live in the same household as a student who is directly certified (see template letter in the download forms section of the CN Technology System) **OR** telephone contact with the head student who appears on the Potential Benefits Report does live in the same household as a student who is directly certified. (Telephone contact must be documented to include the name of the person making the contact, name of the head of household or name of person who confirms the name of the head of household, and date of telephone contact.) Once the SFA has determined the student who is listed in the Potential Benefits Report is eligible for free meal benefits, and has completed the documentation necessary to substantiate the eligibility for free meal benefits, the SFA may enter the student's name and other pertinent information indicating the student is **Categorically Eligible for Extended Benefits** in the district's Eligibility and Point of Sale software systems.

Please remember these students are **CATEGORICALLY ELIGIBLE, NOT DIRECTLY CERTIFIED**.

In addition to entering the student in the SFA software systems, the SFA must maintain a separate list of students who are **Categorically Eligible for Extended Benefits**. This separate list is required for **Categorically Eligible for Free Meal benefits** such as homeless or migrant students.

Display:  All Potentially Eligible Students  
 ONLY Potentially Eligible Students with Same Last Name as Certified Students

Search:  Rows: 5

Certified Student NCWISE ID	Certified Student Name	Certified Student Address	Potentially Eligible NCWISE ID	Potentially Eligible Name	Potentially Eligible DOB	Potentially Eligible Grade	Potentially Eligible School Code
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	000000001	Louie Duck	09/04/2002	03	320304
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	000000002	Huey Duck	09/04/2002	03	320304
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	000000003	Morty Mouse	02/07/2001	04	320304

1 - 3 of 3

## View 2 - ONLY Potentially Eligible Students with Same Last Name as Certified Students

This view provides a list of potential benefit students that have the exact same name of the student(s) that was directly certified.

The screenshot shows a web browser window titled "Extended Benefits - Windows Internet Explorer". The address bar shows a URL from the NC Department of Public Instruction. The page header includes the program name and navigation tabs for "Welcome", "Certification", "Potential Benefits", and "Help".

**Potential Benefits Disclaimer**

The **Potential Benefits Report** contains information (name, address, date of birth, school, grade) from **NC WISE** about students who **MAY** be eligible to for free meal benefits because they live in the same household directly certified. According to the USDA, any student who lives in the household of a student who is directly certified for free meals is **categorically eligible for extended benefits**.

It is the responsibility of the School Food Authority (SFA) to determine whether the student(s) listed in the Potential Benefits Report lives in the same household as a student who has been directly certified. Once the two students live in the same household, the SFA must document how this determination was made. SFA documentation may include but is not limited to the following: use of a letter to/from the household confirming the Potential Benefits Report does live in the same household as a student who is directly certified (see template letter in the download forms section of the CN Technology System) **OR** telephone contact with the head student who appears on the Potential Benefits Report does live in the same household as a student who is directly certified. (Telephone contact must be documented to include the name of the person making the contact, name of the head of household or name of person who confirms the name of the head of household, and date of telephone contact.) Once the SFA has determined the student who is listed in the Potential Benefits Report lives in the same household as a student who is directly certified, and has completed the documentation necessary to substantiate the eligibility for free meal benefits, the SFA may enter the student's name and other pertinent information indicating the student is **Categorically Eligible for Extended Benefits** in the district's Eligibility and Point of Sale software systems.

Please remember these students are **CATEGORICALLY ELIGIBLE, NOT DIRECTLY CERTIFIED**.

In addition to entering the student in the SFA software systems, the SFA must maintain a separate list of students who are **Categorically Eligible for Extended Benefits**. This separate list is required for **Categorically Eligible for Free Meal benefits** such as homeless or migrant students.

Display:  All Potentially Eligible Students  
 ONLY Potentially Eligible Students with Same Last Name as Certified Students

Search:  Rows: 5 Go

Certified Student NCWISE ID	Certified Student Name	Certified Student Address	Potentially Eligible NCWISE ID	Potentially Eligible Name	Potentially Eligible DOB	Potentially Eligible Grade	Potentially Eligible School Code
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	00000001	Louie Duck	09/04/2002	03	320304
012345678	Dewey Duck	1704 Green Lake Rd--- Durham	00000002	Huey Duck	09/04/2002	03	320304

1 - 2 of 2

## Determination & Documentation of Categorical Eligibility

It is the responsibility of the School Food Authority (SFA) to determine and document whether the student(s) listed in the Potential Benefits Report reside in the same household as a student who has been directly certified.

Two options for determining and documenting residency:

(NOTE: SFAs are not limited to these two options)

1. Use of a letter to/from the household confirming the student who appears on the Potential Benefits Report does reside in the same household as a student who is directly certified. A template letter has been developed (See Appendix A) and can be found in the Download Forms section of the CN Technology System.

**OR,**

2. Contact the head of household via telephone to confirm the student who appears on the Potential Benefits Report does reside in the same household as a student who is directly certified.

Telephone contact must be documented to include:

- a. the name of the person making the contact with the head of household;
- b. name of the head of household or name of person who confirms the name of the head of household;
- c. date of telephone contact.

Once the SFA has determined and documented that a Potentially Eligible student who is listed in the Potential Benefits Report qualifies for free meal benefits, the SFA should enter the student's name and other pertinent information or update the student's status to reflect that the student is Categorically Eligible for Extended Benefits in the district's Eligibility and Point of Sale software systems.

Please remember these students are  
**CATEGORICALLY ELIGIBLE, NOT DIRECTLY CERTIFIED.**

In addition to entering/updating the student's status in the SFA's software systems, the SFA must maintain a separate list of students who are Categorically Eligible for Extended Benefits. This separate list is required for all students who are Categorically Eligible for Free Meal benefits such as homeless or migrant students. A template titled, Extended Benefits Documentation Log has been developed for your convenience (See Appendix C) and will be located in the Download Forms Section of the CN Technology System.

# Appendix A – Policy Memo SP 38-2009



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

DATE: August 27, 2009

MEMO CODE: SP 38-2009 CACFP 08-2009 SFSP 07-2009

SUBJECT: Extending Categorical Eligibility to Additional Children in a Household

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum modifies the policy related to categorical eligibility for free meals or free milk for children who are members of a household receiving assistance under the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or the Temporary Assistance to Needy Families (TANF) Program. We are modifying the policy to increase access to the child nutrition programs and to streamline the eligibility process.

Beginning in School Year 2009-2010, for direct certification with SNAP, FDPIR or TANF and applications with case numbers for these programs, all children in the family, as defined in 7 CFR 245.2, are categorically eligible for free meals. To the extent possible, the local educational agency (LEA) must extend eligibility for free meals to all children in what would be considered a family for the purposes of applying for free or reduced price meals or free milk. If the LEA does not have an application as a reference, it may be able to use school district enrollment records to determine additional children who are part of the family who were not identified through direct certification. For households submitting applications with case numbers for some, but not all, of their children, the LEA must certify all children as categorically eligible for free meals or milk. Any income information on the application is disregarded. Further, for purposes of carry-over into the new school year, categorical eligibility must, to the extent feasible, be extended to newly enrolled siblings.

This memorandum supersedes the policy provided in the January 2008 edition of the Eligibility Manual for School Meals concerning categorical eligibility. We will be updating the manual. These policies extend to the Child and Adult Care Food Program and to the Summer Food Service Program when applications are taken. Please note that these policies do not extend to other categorically eligible categories such as Head Start or children enrolled in the Migrant Education Program. State agencies should contact their regional office if they have any questions.

**Original Signed**

Cynthia Long  
Director  
Child Nutrition Division

AN EQUAL OPPORTUNITY EMPLOYER

## Appendix B - Potential Benefits Determination Letter

### POTENTIAL BENEFITS LETTER TEMPLATE

#### LETTERHEAD OF THE SCHOOL FOOD AUTHORITY

{Insert DATE}

PARENT/GUARDIAN  
{Insert MAILING ADDRESS}  
{Insert CITY, STATE, ZIP CODE}

Dear Parent/Guardian:

Our records indicate that a student living in your household qualifies for free meals at school and that there may be other students living in this same household who may also qualify for the same school meal benefits. In order to provide free school meals to other students living in your household, please contact the {Insert NAME OF SCHOOL FOOD AUTHORITY} Child Nutrition Office at (000) 000 – 0000 to request free meal benefits.

Please call the number above immediately to learn whether your child(ren) may qualify for free meals at school. Making this call as quickly as possible could help you avoid costly meal charges that must be repaid.

If you believe the information contained in this letter is not accurate and does not apply to your household, please disregard this letter.

We look forward to hearing from you.

Sincerely,

**NAME OF CHILD NUTRITION ADMINISTRATOR  
NAME OF SFA**

**\*\*\*Do not insert the actual Parent/Guardian name in this letter.**

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