SPECIAL PROVISION TRANSFER AND CARRYOVER TO A NON-PROVISION SCHOOL

NOTICE TO HOUSEHOLDS

CHANGE IN SCHOOL MEAL BENEFITS

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

Free breakfast and lunch benefits are expiring for the following child(ren) on **[insert your school’s 30th operating day].**

| Name of Child | Prior School (CEP or P2) | New School (non-provision) |
| --- | --- | --- |
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Your child(ren) is(are)transferring from a **[select Community Eligibility Provision (CEP) or Provision 2 (P2)]** school, where they were receiving free breakfast and lunch as part of the student population. Your child will now be attending **[insert new school name]**, which is a non-provision school, and must establish an individual meal eligibility as free, reduced price, or paid.

Attached to this notification is a USDA free and reduced price meal application. Please submit this application to determine eligibility for meals. If eligible, your child(ren) will receive benefits for the remainder of this school year, and up to the first 30 operating days of the next school year. Households must annually submit an application at non-provision schools to continue meal benefits.

You may discuss questions or concerns with **[school determining official’s name]** at **[phone number]** or at **[email address]**.

REMINDER: Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components, and must be priced as a unit. If your student decides to take only milk, this is not a reimbursable meal and your account will be charged for the milk as an a la carte item.

Sincerely,

**[Signature]**

Name

Title

Date

For office use only:

Mid-year transfer- Do child(ren) match on direct certification or have a completed USDA Free and Reduced Price Meal Application on file from the current school year? No Yes If yes, eligibility may be used at the new non-provision school.

\*Consider enclosing this letter and source document(s) with the children’s transfer packet if attending a new Local Educational Agency (LEA).

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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/ad-3027.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](mailto:program.intake@usda.gov)

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