

**Letter to Household, Eligibility Based on Household Meal Application**

*El Paso Independent School District*

September 25, 2023

Dear Mr./Ms.: Smith, Mary

We have reviewed your application for free and reduced-price school meals for the following student(s):

Sally Smith Belair High School, Debbie Smith Belair High School

Your application has been:

- ☒ Approved for free meals.
- ☐ Approved for reduced-price meals for breakfast at a cost of \$0.00; for lunch at a cost of \$0.40; and afterschool snack at a cost of \$0.00.
- ☐ Denied for the following reason(s):
- ☐ Income over the allowable amount.
  - ☐ Incomplete application, please complete the forms attached to provide the needed information.

If you do not agree with the decision, you may discuss it with Food & Nutrition Services, [fns@episd.org](mailto:fns@episd.org) 915.230.2160. You also have a right to a fair hearing. To request a fair hearing, call or write the following official within 10 calendar days:

*Food and Nutrition Services*

*1905 Delta Dr.*

*El Paso, TX 79905*

*915.230.2160*

You may reapply for meal benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, have an increase in household size, or qualify for the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Federal Distribution Program on Indian Reservations (FDPIR), you may fill out another application at that time.

Sincerley,

*Laura V. Duran, Director of Food and Nutrition Services*

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Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, 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; (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.