

LETTER TO HOUSEHOLD REGARDING SFSP SERVICES

Dear Parent or Guardian:

We are seeking assistance for food service under the Summer Food Service Program for Children (SFSP). This program is funded by the United States Department of Agriculture and administered by the New Mexico Early Childhood Education and Care Department.

Our organization can receive reimbursement for meals served to children that meet SFSP eligibility criteria. Free meals are available and will be provided to all children without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability or reprisal or retaliation for prior civil rights activity.

For purposes of SFSP reimbursement for meals served to children, free of charge, at residential camps, non-residential day camps, and closed enrolled sites, an Income Eligibility Application (IEA) must be completed. IEAs must contain the following:

- SFSP participant name(s),
- Names of all other minors residing in the household,
- All adult household members,
- Current income for all household members - combined,
- The last four digits of an adult household member's Social Security Number (SSN), or an indication that a household member does not possess a SSN,
- The signature of the adult household member that completed the IEA,
- The date the form was completed by the adult household member

The Richard B. Russell National School Lunch Act requires the information requested in the IEA. You do not have to give the information, but if you do not, verification of your child's eligibility status for free or reduced-price school meals cannot be made.

The last four digits of the adult's SSN is not required when applying on behalf of a foster child or when a SNAP (Supplemental Nutrition Assistance Program, formerly Food Stamps), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number, or other nutrition assistance program identifier is listed on the IEA. Children residing in households that receive SNAP, FDPIR, or TANF benefits, are considered categorically (automatically) eligible to receive free meals in the Program. Children residing in households with incomes equal to or less than those indicated on the attached SFSP Income Eligibility Standards (SFSP Form 3.3) are eligible to receive free meals in the Program. Foster children are automatically eligible for free meals in the Program, regardless of household size and income.

For more information regarding definitions of "income", please see the attached SFSP Income Eligibility Standards, or contact the State agency at (800)328-2665 (Toll-Free).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, gender identity, sexual orientation, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or, (3) email: program.intake@usda.gov.

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