Dear Parent/Guardian,

The (indicate name of sponsor) serves nutritious meals to children enrolled in their programming without an additional charge to you. This is possible because federal reimbursement is received for meals served in accordance with regulations governing the USDA Summer Food Service Program (SFSP). To document eligibility for these funds, statements of household size and income must be obtained from parents or guardians of children participating in the SFSP. Meals are available to children 18 years of age and under and to persons over age 18 who are determined by a state or local public educational agency to be mentally or physically disabled. The information you provide will be used only to document that meals may be claimed for Summer Food Service Program assistance and will be kept confidential. If your income is higher than the amount indicated in the chart below for your household size, you do not need to complete the attached Household Application for the Summer Food Service Program.

Please complete and return the enclosed Household Application if:

* + A member of your household is receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) or Wisconsin FoodShare, Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits, or the Food Distribution Program on Indian Reservations (FDPIR).
	+ You have one or more foster children in your household (child under the legal responsibility of a foster care agency or court).
	+ The children in your household meet the definition of homeless, runaway, or migrant.
	+ The children in your household participate in a Head Start program.
	+ Your household income falls at or below the income guidelines on the chart below.

|  |
| --- |
| FEDERAL ELIGIBILITY INCOME CHART Effective July 1, 2020 - through June 30, 2021 |
| Household size | Yearly ($) | Monthly ($) | Weekly ($) |
| 1 | $23,606 | $1,968 | $454 |
| 2 |  31,894 |  2,658 |  614 |
| 3 |  40,182 |  3,349 |  773 |
| 4 |  48,470 |  4,040 |  933 |
| 5 |  56,758 |  4,730 |  1,092 |
| 6 |  65,046 |  5,421 |  1,251 |
| 7 |  73,334 |  6,112 |  1,411 |
| 8 |  81,622 |  6,802 |  1,570 |
| Each additional person: |  +8,288 |  +691 |  +160 |

If you have questions or need help, call **[phone number].**

Sincerely,

 **[signature]**

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color, national origin, sex, 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](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (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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