

NORWALK PUBLIC SCHOOLS
FRANK A. HARRIS NUTRITION CENTER
352 Main Avenue
Norwalk, Connecticut 06851

9/26/2016

XXXXXXX
XXXXXXXXXXXXXX
XXXXXXX

Application Number 1748

Dear XXXXXXX,

Welcome to our Breakfast and Lunch Program!

XXXXXXXXXXXX

XXXXXXXXXXXX

are eligible for : a free breakfast and lunch effective on 9/14/2016.

Please note that your eligibility determination for free meals is valid for the entire school year unless during the school year, you are selected for verification and the verification determination does not support your current benefit level.

If you have concerns regarding the decision, and you wish to discuss it further, you may contact me, at 203 899 2990. I would be happy to discuss how the determination was made.

If you still have concerns and would like to file a formal complaint please contact the designated hearing official:

Thomas Hamilton, 125 East Avenue Norwalk, CT 06852 or email hamilton@norwalkps.org.

Sincerely,

Jill Kress
Determining Official

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. *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, 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. This institution is an equal opportunity provider.