

# Letter to Household about Direct Certification

<i.e. those on the Direct Certification List or certified as Migrant, Runaway, Homeless, or Head Start>  
<Delete this text and above title and information. Print on sponsor letterhead.>

<Enter Date>

Dear Parent/Guardian:

Student(s) listed below has/have been directly certified for the current school year based on eligibility for Food Assistance (FA), Temporary Assistance for Families (TAF), Foster Child status, certified as Migrant, Runaway or Homeless, or enrolled in Head Start.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Please do not complete an income application or Household Economic Survey for the students listed above.**
- **Please contact the school office if there are other children in your household who are not listed above, if any of the above information is incorrect, or if you have questions.**
- **A Consent for Disclosure form is attached to complete if you want school officials to share information about your children(s) eligibility for other programs for which your children may qualify.**

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sincerely,

<Enter Name>

<Enter Title>

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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](mailto:program.intake@usda.gov).

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