

**ATTACHMENT K**  
**CONFIRMATION REVIEW OF BENEFITS NOTIFICATION**  
**AND ADVERSE ACTION**

Children's Names: \_\_\_\_\_

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

Dear \_\_\_\_\_:

We have completed a confirmation review of your children's eligibility. This review brought to our attention that an error was made in the children's initial determination of benefits. Starting \_\_\_\_\_ (10 calendar days from the date sent) your children's eligibility for meal benefits will be:

Changed from free to reduced-price. The reduced-price charge is \_\_\_\_\_ cents for lunch and \_\_\_\_\_ cents for breakfast.

Stopped for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

Starting immediately, your children's eligibility for meal benefits will be:

Changed from reduced-price to free. Your children will receive meals at no cost.

If you are not eligible for benefits now but have a decrease in household income, become unemployed, or have an increase in the size of your household, you may fill out a form at that time to reapply for benefits.

If you do not agree with the decision, you may discuss it with \_\_\_\_\_ (Verifying Official).

You also have the right to a fair hearing. If you request a hearing by \_\_\_\_\_ (Date),

your children will continue to receive \_\_\_\_\_ (Free or reduced-price meals) until the decision

of the hearing official is made. You may request a fair hearing by calling or writing the following official:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Toll-Free/Collect/Local Telephone Number: \_\_\_\_\_  
(Circle One)

Sincerely,

In accordance with federal law and United States Department of Agriculture (USDA) policy, participating institutions are prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC, 20250-9410, or call toll-free 866-632-9992 (Voice). Individuals who are hearing-impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.