 [date]

Dear Household,

The federal government has approved Pandemic-EBT benefits for the current school year — September 2021 to June 2022.

These benefits:

* Are meant to replace the value of free school meals students would have received at school.
* Will be provided to eligible students who had an excused COVID-related absence or were impacted by COVID-related school closures during the school year.  *Getting free meals to eat at home during a closure or absence will not impact a student’s eligibility for P-EBT.*

[CEP or Provision 2 schools]:

Because our school typically offers free meals to all students, this makes all student eligible to get P-EBT benefits for any months:

* They had an excused COVID-related absence, or
* There was a COVID-related school closure.

[Schools that normally operate pricing programs]:

To receive the P-EBT benefit, students must either:

1. Have an approved free and reduced meal application on file, or
2. Have been directly certified for free school meals, because:
   * the household receives 3SquaresVT or Reach Up, or
   * the student is in foster care, homeless, migrant, a runaway, or Head Start participant.

🞎 **NO APPLICATION NEEDED:**  
[Student name(s)] is/are eligible for free school meals based on the information we have on file. You will receive P-EBT benefits back to September 2021 for any months your student(s):

* Had an excused COVID-related absence, or
* There was a COVID-related school closure.

Please let us know if there are any additional students living in your household.

🞎 **APPLICATION NEEDED:**If you’d like to receive the P-EBT benefit, please complete the attached application, and return it as soon as possible. If approved, you’ll receive P-EBT benefits back to September 2021 for any months your student(s):

* Had an excused COVID-related absence, or
* There was a COVID-related school closure.

**REVIEW STUDENT’S INFORMATION:**Please review the information we have on file for your student.

Student name: Student date of birth:

Head of household: Mailing address:

* If the information is accurate, no further action is needed.
* If the information is not accurate, please contact [provide contact information] no later than February 28, 2022 to correct it.

See the enclosed list of *Frequently-Asked Questions about P-EBT* to learn more about these benefits.  We don’t expect them to be available until late April.

Thanks for your help.

Sincerely,

[Signature]

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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: 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
    3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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