*🡪 INSERT DISTRICT LETTERHEAD 🡨*

Letter to Notify Household of Incomplete Applications

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Dear Parent or Guardian: Date:

Your application for free and reduced price meals or free milk cannot be approved because the application submitted is incomplete. The missing or incorrect information is indicated below:

[ ]  NJ SNAP (Food Stamp) Number OR TANF Case Number (Step 2)

[ ]  Child income frequency not indicated (Step 3)

[ ]  Indicate income using acceptable frequencies (Step 3)

[ ]  Frequency of income received by each household member (Step 3)

[ ]  Gross income (net income is not acceptable) (Step 3)

[ ]  Last four digits of Social Security Number for adult signing the application or if the adult does not have a Social Security Number, check the appropriate box (Step 3)

[ ]  Adult Signature (Step 4)

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above information must be provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Failure to provide this Information

*(date)*

will result in the application being denied. If you have any questions you may call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *(Person) (Phone Number)*

Sincerely,

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

*(Determining Official)*

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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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