SAMPLE LETTER TO FAMILIES IN MEALS FOR WASHINGTON STUDENTS SCHOOLS

School and/or District Letterhead

[District Name]

[Date]

**Dear Parents and Guardians:**

We are pleased to announce that [District and/or School Name] school meal program will be supplemented by Meals for Washington Students funds. Meals for Washington Students funds are available to select WA schools participating in the National School Lunch Program and School Breakfast Program.

**What does this mean for my student(s) who attend [District and/or School Name]?**

In schools supplemented by Meals for Washington Students funds, all students receive a nutritious breakfast and lunch at no cost, regardless of family income.

**Why is [district or school] requesting financial information?**

The information you provide by returning the free and reduced-price meal application impacts the funding that each school receives from the federal and state government. The Meal Application is used to capture information and ensure the [district/school] receives all of the funding it is entitled to for federal meal programs and state educational programs.

**How will this information be protected?**

In keeping with current practices, provide description here.

**What do I need to do?**

Please complete the attached form and return it to [school]. Your assistance in helping us maintain our current funding levels is greatly appreciated.

If you have any questions, please contact [contact person] at [phone number].

Sincerely,

Principal or Superintendent