California Department of Education Child Nutrition Programs

Nutrition Services Division June 2025

# NOTIFICATION of Household Selection for SUN Bucks Eligibility Verification

Enter School District Name

Enter Street Address

Enter City, State, Zip Code

**\*\*\*IMPORTANT: YOU MUST REPLY TO THIS LETTER\*\*\***

Date: Enter Date

RE: Enter Student’s Name

Dear Parent/Guardian:

Your application to receive SUN Bucks benefits has been chosen for verification of SUN Bucks eligibility. The Federal Code of Regulations requires the information requested in order to verify your children’s eligibility for SUN Bucks. You must provide information or documents, which confirm your household's income, ***OR*** show that your household receives CalFresh (formerly Food Stamp), California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits.

The enclosed **ACCEPTABLE VERIFICATION DOCUMENTS** form lists the types of documents you may submit for verification. If you send us original documents, please keep a copy for yourselves, and enclose a note requesting their return.

**Please send this information to:**

 Enter School/District Office

Enter Street Address

Enter City, Sate, Zip Code

Enter Attention

Please provide information that confirms your child(ren)'s eligibility for free or reduced-price meal benefits by Enter Due. **Regardless of the outcome of the verification process, under Education Code 49501.5, your child(ren) will still have access to free meals at their school.**

If you have any questions regarding this letter/procedure, please callEnter Name of District Contact at (Enter Area Code)Enter Phone Number. This is a no-charge number for verification inquiries.

Thank you for your cooperation in this matter.

Enclosures: Acceptable Verification Documentation

## Discrimination Complaint

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](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, Mail Stop 9410, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.