



Memo Code: SP 14-2006

**United States
Department of
Agriculture**

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
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DATE: March 2, 2006

SUBJECT: Reauthorization 2004: Communications Concerning Verification
Activities

TO: Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

In a memorandum dated December 23, 2005, we described the requirement that communications with households regarding application, certification and verification procedures for free and reduced price school meals be provided in languages that are understandable to parents and guardians. This requirement is found in section 9(b)(8) of the Richard B. Russell National School Lunch Act. We would also like to remind and stress to local education agencies (LEA) that this requirement includes verification materials and statements concerning the use or disclosure of information, including the use of social security numbers. In addition, to the maximum extent practicable, any direct communication with parents or guardians must be in a language they can understand.

To assist LEAs with providing communications in other languages, we have submitted the prototype application and related materials to a contractor for translation. We requested input from State agencies through our Regional offices, and the following are the languages into which the prototype application and related materials will be translated:

Russian
Vietnamese
Chinese (Mandarin)
Japanese
Serbo-Croatian
Arabic
Korean
Somali
Cambodian/Khmer
French
Hmong
Haitian Creole
Laotian
Polish
Portuguese

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The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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Sudanese

Thai

Urdu

Hindi

Kurdish

Farsi

Greek

Samoan

Tagalog

Please note that the Spanish translation of the prototype application is already available on our website, and as these additional translations are completed during April, we will be making them available at <http://www.fns.usda.gov/cnd/FRP/frp.process.htm> .

Please contact your Regional office if you have any questions.

Original Signed

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Director

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