

Summer Food Service Program

Hearing Procedures

Under the provisions of Title 7 CFR Part 225.6 (c) (ii) (5), you may appeal a denial of an application for free meals. The following hearing procedure has been adopted by

_____ (sponsor name) to assist you in conducting your appeal. If you request a hearing, your child shall continue to receive free meals until a decision is rendered.

The hearing procedure shall be conducted as follows:

1. You have 10 days from the date this notice was sent to appeal our decision.
2. If you are planning to appeal this decision, please contact the verification official listed below:
Name, Title: _____

Address: _____

Phone: _____
3. You have the opportunity to be assisted or represented by an attorney or other person;
4. You have an opportunity to examine the documents and records supporting the decision being appealed both before and during the hearing;
5. The hearing will be reasonably prompt and convenient for you;
6. Adequate notice will be given to you of the time and place of the hearing;
7. You will have the opportunity to present oral or documentary evidence and arguments supporting your position;
8. You will have an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness;
9. The hearing shall be conducted and the decision made by a hearing official who did not participate in the action being appealed;
10. The decision shall be based on the oral and documentary evidence presented at the hearing and made a part of the record;
11. You and any designated representative shall be notified in writing of the decision;
12. A written record shall be prepared for each hearing which includes the action being appealed, any documentary evidence and a summary of oral testimony presented at the hearing, the decision and the reasons for the decision, and a copy of the notice sent to the family; and
13. The written record shall be maintained for a period of three years following the conclusion of the hearing, during which it shall be available for examination by the family or its representatives at any reasonable time and place.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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: 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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