



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

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Alexandria, VA  
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**DATE:** May 4, 2007

**MEMO CODE:** SP 11-2007

**SUBJECT:** Reminder of availability of translated free and reduced price applications

**TO:** State Agencies  
Child Nutrition Programs  
All States

Special Nutrition Programs  
All Regions

Since 1992 FNS has made translations of the prototype free and reduced price school meal application materials available electronically on our website. This allows members of households who are of limited English proficiency (LEP) to better understand the process and to apply for free and reduced price meals with as little difficulty as possible.

In an effort to facilitate program access and the communication between the Local Educational Agencies and the household, FNS expanded the number of its translations to twenty five different languages. The translated application package includes the letter to the household, the free and reduced price school meals application, the notification of selection for verification of eligibility and the letter of verification results. The translated application package also includes optional materials that may be provided to the household in order to facilitate, at the family's discretion, the sharing of information with Medicaid/SCHIP and other qualified programs.

The twenty five languages include: Arabic, Cambodian, Chinese (Mandarin), Farsi, French, Greek, Haitian, Hindi, Hmong, Japanese, Korean, Kurdish, Laotian, Polish, Portuguese, Russian, Samoan, Serbo-Croatian, Somali, Spanish, Sudanese, Tagalog, Thai, Urdu, and Vietnamese.

The translations have been posted in Word and PDF format on our website at <http://www.fns.usda.gov/cnd/FRP/frp.process.htm>. We also would like to inform you that there are no changes to the prototype application materials this year.

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We strongly encourage State agencies and LEAs to provide assistance to non-English speaking households in their native tongue to the maximum extent possible.

State agencies should disseminate this information to their LEAs and should contact their regional office with any questions.

**Original Signed**

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Director  
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