

ATTENDANCE ZONE VERIFICATION LETTER CHILD AND ADULT CARE FOOD PROGRAM FAMILY DAY CARE

Dear School Official:

Our Family Day Care Homes participate in the Family Day Care Food Program that provides federal funding for the meals served to our participants.

The Child and Adult Care Food Program requires our agency to submit verification from a school official verifying that our Family Day Care Homes are located within the school attendance zone of a school where at least 50% of enrolled children are eligible for free or reduced price school meals. Please help us meet this requirement by using the sample letter listed below.

Because specific language is needed in the body of the letter, the Child and Adult Care Food Program office requires that you use the sample letter prepared on your school letterhead. You may include additional paragraphs, but the remainder of the letter must be submitted **without variation**.

If you need additional information regarding this requirement, you may contact the Family Day Care Food Program unit at (609) 292-4498.

Our agency depends on Family Day Care Food Program funds. Your cooperation is vital and appreciated.

Dear Program Specialist:

The purpose of this letter is to verify the attendance zone of the (NAME OF THE FAMILY DAY CARE HOME AND ADDRESS).

I, (NAME AND TITLE OF SCHOOL OFFICIAL), certify that the (NAME OF THE FAMILY DAY CARE HOME) located at (ADDRESS OF THE FAMILY DAY CARE HOME) is within the attendance zone of the (NAME and ADDRESS OF SCHOOL).

Sincerely,

*(NAME OF SCHOOL OFFICIAL)
(NAME AND ADDRESS OF SCHOOL)*