**Household Notification of Eligibility for SUN Bucks**

Dear [Parent or Guardian Name]:

Your household is eligible for a new program called SUN Bucks, which helps families buy food during the summer when school is out. The following children will automatically be enrolled in the program, so you do not need to apply.

1. [insert child’s name] 3. [insert child’s name]
2. [insert child’s name] 4. [insert child’s name]

You will receive $120 for each eligible child on a card that you can use to buy food during the summer at grocery stores, farmers markets, and other authorized retailers. If you receive more than $120 per eligible child in your household, do not use the benefits, and contact <https://idoe.atlassian.net/servicedesk/customer/portal/11> as soon as possible to confirm or correct the error.

SUN Bucks will be mailed to you at the most recent address we have on file for your household. SUN Bucks benefits will be available for use by June 1, 2024, and must be used no later than 122 days after card issuance, after which the benefits will no longer be available. Receiving SUN Bucks will not affect children or families’ immigration status.

If your address has changed this year [customize: contact information for change of address or instructions for updating in SIS] by [cut off date] to ensure your benefit card is sent to the right address. If you do not wish to participate in SUN Bucks, please submit to the online SUN Bucks help form: <https://idoe.atlassian.net/servicedesk/customer/portal/11>.

In addition to SUN Bucks the children under 18 years of age in your household can also receive free meals during the summer at a summer meal site. You can call 1-866-3-HUNGRY or 1-877-8-HAMBRE (or text 914-342-7744 with the keyword “summer meals”) to find the location closest to you.

If you have questions, you can contact [insert contact information].

Sincerely,

[Name]

[Title]

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.20250-9410;or **fax:** (833) 256-1665 or (202) 690-7442; or **email:**program.intake@usda.gov

This institution is an equal opportunity provider.