

FREE OR REDUCED LUNCH VERIFICATION FORM



BROWN
Division of Pre-College
and Undergraduate Programs

Dear Student,

In order for us to approve your request for an application fee waiver based on your eligibility for need-based free or reduced school lunch, please have a staff member from your school complete this form or give you a typed letter stating your school offers need-based free lunch to all students or that you personally qualify for free or reduced lunch for another need-based reason. We suggest reaching out to one of the following individuals for the letter:

- Guidance counselor
- School secretary or other administrative staff member
- Vice-principal

One of these individuals should be able to complete this form, or give you a typed letter on school letterhead with their contact information, stating that your school offers need-based school-wide free lunch or that you personally qualify or would qualify for free or reduced lunch for another need-based reason. Once your school has completed this form, or you have received a typed letter, you should upload it in your application when prompted.

To be completed by school staff member:

- I hereby certify that (student name) _____ receives free lunch as part of our school's participation in the school-wide free lunch program through the Community Eligibility Provision (CEP*). (Universal free lunch programs do not qualify, unless the student would otherwise qualify for another need-based reason.) -or-
- I hereby certify that (student name) _____ receives need-based free or reduced school lunch, or would qualify for another need-based reason.

Name of School: _____

School Staff Member Name: _____

School Staff Member Title: _____

School Staff Member Contact Email/Phone: _____

**CEP is The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. Visit <https://www.fns.usda.gov/school-meals/community-eligibility-provision> for more information.*