

AFFORDABLE CONNECTIVITY PROGRAM

Adoption Toolkit for School Districts

RESOURCE: FAMILY ACP ELIGIBILITY LETTER - CEP

DISTRICT NOTES

How to use this resource: This letter may be used to 1) share general information with your families regarding the Affordable Connectivity Program and 2) demonstrate a family's eligibility as part of the ACP application process. There are several key pieces of information that the letter must include to meet the ACP application requirements:

- Student's full name
- Student's school name
- Address of the school
- Current School Year
- Contact information for the school

This letter should be used for families whose students attend Community Eligibility Provision schools. If your entire district participates in the CEP, then you may send the letter to every member of your school community as everyone is eligible for the ACP.

Recommendations and best practices:

- Send a robocall or text to families indicating they should look out for this letter. [Use our suggested language.](#)
- Send the letter home alongside other timely mailings that families look out for, such as report cards.
- Make the letter printable/viewable from your parent portal or similar platform.
- Make the letter available at the school level, so that school-based staff may print them for families.
- Note that eligibility is not just the current 2021-22 school year (2019-2020, 2020-2021 are also applicable).

To edit this document, please make a copy and save it to your personal drive.

[School/District Letterhead]

Dear Parent or Guardian,

Date

[District] would like to make you aware of the **Affordable Connectivity Program (ACP)**, a federal government program that provides:

- Up to \$30 a month (up to \$75 on qualifying Tribal Lands) **discount on Internet service** per eligible household, and,
- A one-time, up to \$100 discount for a connected device (such as a laptop, desktop computer, or tablet) purchased through a participating provider. Each participating household is limited to a single device discount.

Internet access has become an important part of fully participating in school and we want to make sure **[student's name]** has reliable, affordable access at home. As your student(s) attends a school that participates in the U.S. Department of Agriculture's Community Eligibility Provision (CEP), **your household is automatically eligible to receive the ACP benefit.**

This letter confirms that the following student(s) in your household attend(s) (attended) a CEP school during the **[insert applicable]** school year:

Student Name: _____

School Name: _____

Student Name: _____

School Name: _____

Student Name: _____

School Name: _____

If you are interested in applying for this benefit, you may find more information and apply online at ACPbenefit.org, by mail, or by [contacting a participating service provider](#). While applying, you may use a district-issued student ID for your student's identification in the ACP application process. Other acceptable forms of identification include a birth certificate, driver's license, passport, or other government ID. **This letter can be submitted during the application process to demonstrate eligibility for the Affordable Connectivity Program. You may also submit a copy of your child's report card to show eligibility. The report card must show your student's name, school name, and the academic year.**

If you need assistance, contact the ACP Support Center directly at ACPSupport@usac.org or (877) 384-2575, seven days a week, from 9:00 a.m. to 9:00 p.m. ET.

OPTIONAL TEXT:

Add additional support options for families. Suggested text: "If you have questions, contact your [XX] (school, central/district office, specific staff member, teacher) at XYZ between the hours of [XX] Monday through Friday."

OPTIONAL TEXT:

Provide other options for families to submit proof of eligibility, especially if you send confirmation of participation in any FRLP during enrollment/beginning of the school year. Suggested text "You may also submit any formal communication the district has sent you regarding your student's eligibility for the NLSP or SBP if it includes the student's name, school, and the academic year."

We are here to support you regarding the ACP benefit as well as any other concern you may have.

Best Regards,

[School/District official name and title]

School Name School Address
School Contact Information

[School/District Letterhead]

Estimado padre, madre o tutor:

Date

El **[District]** desea informarle sobre el Programa de Conectividad Asequible (Affordable Connectivity Program, ACP), un programa del gobierno federal que proporciona:

- un descuento de hasta \$30 al mes (hasta \$75 en tierras tribales que califiquen) en el servicio de Internet por hogar elegible y
- un descuento único de hasta \$100 para un dispositivo conectado (como una computadora portátil, de escritorio o tableta) comprado a través de un proveedor participante. Cada grupo familiar participante solo puede recibir un descuento para un único dispositivo.

Internet se ha convertido en una herramienta importante para lograr una participación escolar completa y queremos asegurarnos de que **[student's name]** tenga un acceso confiable y asequible en su hogar. A medida que su(s) estudiante(s) asiste(n) a una escuela que participa en la Disposición de Elegibilidad Comunitaria (Community Eligibility Provision, CEP) del Departamento de Agricultura de los EE. UU., su hogar es automáticamente elegible para recibir el beneficio de la ACP.

Esta carta confirma que el/los siguiente(s) estudiante(s) de su hogar asiste(n) (asistieron) a una escuela del CEP durante el año escolar **[insert applicable school year]**:

Nombre del estudiante: _____

Nombre de la escuela: _____

Nombre del estudiante: _____

Nombre de la escuela: _____

Nombre del estudiante: _____

Nombre de la escuela: _____

Si le interesa solicitar este beneficio, puede encontrar más información y presentar su solicitud en línea en [ACPbenefit.org](https://www.acpbenefit.org), por correo o [comunicándose con un proveedor de servicios participante](#). Mientras presenta la solicitud, puede usar una identificación de estudiante emitida por el distrito para la identificación de su estudiante en el proceso de solicitud de ACP. Otras formas aceptables de identificación incluyen un certificado de nacimiento, licencia de conducir, pasaporte u otra identificación emitida por el gobierno. Puede presentar esta carta durante el proceso de solicitud para demostrar su elegibilidad para el Programa de Conectividad Asequible. También puede enviar una copia de la libreta de calificaciones de su hijo para mostrar elegibilidad. La libreta de calificaciones debe indicar el nombre del estudiante, el nombre de la escuela y el año académico.

Si necesita ayuda, comuníquese directamente con el Centro de Apoyo de ACP en ACPSupport@usac.org o al (877) 384-2575, los siete días de la semana, de 9:00 a. m. a 9:00 p. m., hora del Este.

Cuente con nosotros si tiene alguna duda sobre el beneficio del ACP o cualquier otra inquietud.

Atentamente,

[School/District official name and title]