

PUBLIC RELEASE

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 Unemployment Office: _____ Date: _____
 Major Employers: _____ Date: _____

Public Release

[Name of School/School District] today announced its updated policy for free and reduced-price meals for children served in schools under the National School Lunch Program and/or School Breakfast Program for school year [xxxx-xxxx]. **[school district]** will participate in delayed implementation of the Provision 2 Special Assistance Alternative for determining eligibility for free and reduced-price school meals. Delayed implementation permits schools establishing claiming percentages for Provision 2 to charge participating students for meals in the first claiming period of the base year. This exception is permitted to assist schools in securing completed free and reduced-price applications from households which might not otherwise apply if there is no charge for meals.

Under Provision 2 all children will receive meals at no charge regardless of their eligibility category. However, the district requests that households eligible for free and reduced-price meals complete the Free and Reduced-Price Meals application. Provision 2 reduces the application process to once every 4 years, and the approved eligibility will be used to obtain proper reimbursement for the total meals served so the district can continue providing meals to all children at no charge.

Households will be notified of their children's eligibility for free meals based on their participation (or a household member's participation) in the: SNAP; FDPIR; MEDICAID or TANF. When known to **[Name of School/School District]**, households will be notified of any child's eligibility for free meals based on the individual child's designation as Homeless, Migrant, Runaway, a foster child, or enrolled in Head Start or an eligible pre-kindergarten program.

Children need healthy meals to learn. **[Name of School/School District]** offers healthy meals every school day. Breakfast and lunch meals will follow the United States Department of Agriculture (USDA) guidelines for healthy school meals, so please encourage students to participate. "In the operation of child feeding programs, no child will be discriminated against because of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity."

Parents or guardians who need further information may contact **[insert name here]**, Child Nutrition Program Director **[insert contact info]**.

If you have other questions or need help, call **[District Representative Signature] [phone number]**.

Nondiscrimination Statement

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, 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:

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

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