

Media Release for Free and Reduced-Price Meals Sample Form Community Eligibility Provision (CEP)—Base Year

The O'Donnell ISD announced today a change to its policy for serving meals to children served under the National School Lunch Program and School Breakfast Program for the 2020-2021 school year. Schools qualifying to operate the Community Eligibility Provision (CEP) provide breakfast and lunch to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. This new approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

For additional information please contact the following person:

O'Donnell ISD
Attention: Melissa Clark, Child Nutrition Director
400 Small Street
O'Donnell, TX 79351 (806) 428-3241
mclark@esc17.net

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

**Media Release for Free and Reduced-Price Meals Sample Form
Community Eligibility Provision (CEP)—Year 2 and Successive Years**

The *{Insert Name of Contracting Entity and Name(s) of School(s)}* announced today it will continue its policy to operate the Community Eligibility Program (CEP) under the National School Lunch Program and School Breakfast Program for the *{Insert the School Year, i.e., 2014–2015}* school year. Schools qualifying to operate CEP serve breakfast and lunch to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. This new approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

For additional information please contact the following person:

{Insert Name of Contracting Entity}
Attention: *{Enter Contact Name and Title}*
{Insert Department or Division}
{Insert Address}
{Insert City, State, Zip, and Contact Phone Number}
{Insert Email Address}

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

**Directions: Media Release for Free and Reduced-Price Meals Sample Form
Community Eligibility Program (CEP)—Base Year
and
Community Eligibility Program (CEP)—Year 2 and Successive Years**

Purpose

This sample provides a model for the media release that Community Eligibility Provision (CEP) contracting entities (CEs) or schools issue prior to or during the first week of school.

[NOTE: There are two different samples provided. One is for the first year of operating as a CEP site. The second is for the second year through fourth year.]

Directions for Using Sample Form

- Select the appropriate media release sample based on the number of years the program has been in operation.
- Provide the appropriate information for each description in brackets, including contracting entity (CE) or school specific information as needed.
- Distribute widely through available media outlets.
- Retain a copy of the release and, if applicable, copies of requests for postings made to media outlets and receipts for posting onsite.

Use This Form	
Frequency	Yearly, prior to or during the first week of school
Required Form Format	Use this sample or a similar document.
Record Retention	Releases kept onsite and made available on request. Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.