

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

O'Donnell ISD will continue serving meals to children served under the National School Lunch Program and School Breakfast Program for the 2023-2024 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 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](mailto:mclark@esc17.net)

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### **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}*

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**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.

<b>Use This Form</b>	
<b>Frequency</b>	Yearly, prior to or during the first week of school
<b>Required Form Format</b>	Use this sample or a similar document.
<b>Record Retention</b>	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.