PROTOTYPE SAMPLE HOUSEHOLD NOTICE FOR FREE MEALS FOR CEP OR PROVISION 2 **National School Lunch/Breakfast Program
School Year 2022-2023**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent or Guardian:

Great news for you and your children! All students at *[insert name of school]* can get a free healthy breakfast and lunch at school during the school year. What do you have to do?

* You do not need to do anything.
* You do not have to pay any money or fill out any forms.
* You do not need to send your child to school early for breakfast. Breakfast will be part of the school day.

Our school is getting free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the *(choose one - Community Eligibility Provision (CEP) / Provision 2.)*

If you have any questions, please call me at [insert phone number].

Sincerely,

*[Insert name and title]*

**Non-discrimination Statement:**

*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.*

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*To file a program complaint of discrimination, complete the* [*USDA Program Discrimination Complaint Form*](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)*, (AD-3027) found online at:* [*How to File a Complaint*](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint)*, 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.*