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

The *(Insert Name(s) of School(s))* announced today it will operate the Community Eligibility Program (CEP) under the National School Lunch Program and School Breakfast Program for the [*2022-2023*] 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 School / SFA]

Attention: [Enter Contact Name and Title]

[Insert Department or Division]

[Insert Address]

[Insert City, State, Zip, and Contact Phone Number]

[Insert Email Address]

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.*

*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*](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.*