

Sample Press Release for the Community Eligibility Provision (CEP)

School Year 2023-24

This press release is for use by sponsors where all schools within the district participate in the CEP.

Instructions

Do **not** include these instructions with the press release. The sample press release begins on page 2.

1. All sponsors electing to participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) for school year 2023-24 **are required** to send out a public release at the beginning of the school year.
2. Use the following as a guide and complete your own version with specific information where needed.
3. Retain one copy of your version for audit purposes.

On [9/7/2023], the [New London Public Schools] issued the press release to the following news media outlets and other relevant entities (e.g., the local unemployment office and major employers contemplating layoffs):

- | | |
|----|---------|
| 1. | The Day |
| 2. | |
| 3. | |
| 4. | |

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School Year 2023-24

The [New London Public Schools] announces its participation in the Community Eligibility Program (CEP) for school year 2023-24. All students enrolled at the schools listed below may participate in the breakfast and lunch program at no charge. Household applications are not required to receive free meals, but alternate income forms may be distributed by the school to collect household income data for other programs that require this information. The CEP is part of the federally funded National School Lunch Program and School Breakfast Program.

All students will be served breakfast and lunch at no charge at the following sites:

Bennie Dover Jackson Middle School

New London High School

Winthrop Elementary School

Jennings Elementary School

Nathan Hale Elementary School

BP Learned Mission

Persons interested in receiving more information should contact:

Sponsor name: New London Public Schools

Sponsor address:

134 Williams St.

City: New London State: CT Sponsor phone: 8604476064

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 (including gender identity and sexual orientation), 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:

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<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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