

June 11, 2025

Dear Parent or Guardian:

We are pleased to inform you that Norfolk Public Schools will continue utilizing the Community Eligibility Provision (CEP) for school year 2025-2026. This option is implemented division-wide, in every school.

**What does this mean for you and your children?**

It's great news! All enrolled students attending a Norfolk Public School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each instructional day of the 2025-2026 academic school year.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If you have general questions, please contact the Office of School Nutrition by emailing [schoolnutrition@nps.k12.va.us](mailto:schoolnutrition@nps.k12.va.us) or by calling (757) 628-2760.

To request a letter specifically confirming your child's eligibility for free meals, for the purpose of applying for discounts or benefits other than those provided by School Nutrition, please contact Meal Benefits Clerk, Robin Lockhart at (757) 628-2750.

Sincerely,

Lisa M. Winter, SNS  
Senior Director of School Nutrition

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: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.