*(Copy and Paste Sample Letter onto School District Letterhead)*

Sample Letter to Households in School Districts Participating in

**Community Eligibility Provision**

Dear Parent or Guardian:

We are pleased to inform you that [Insert Name of School District Implementing CEP] will implement a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year [Insert School Year].

**What does this mean for you and your children?** Great news for you and your children!

All enrolled students of

[Insert Name of School(s) Implementing CEP]

are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the [Insert School Year] school year. No further action is required of you. Your children will be able to participate in these meal programs without having to pay for meals or submit an application.

If your children attend schools that are not participating in CEP, your household may still need to fill out a confidential meal application or pay for meals.

If you have questions, please contact your Food Service Office.

If we can be of any further assistance, please contact us at [Insert Contact Information].

Sincerely,

[Contact Person]

[Phone Number]

[Email Address]

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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

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