

**Media Release for Free and Reduced-Price Meals Sample Form
Community Eligibility Provision (CEP)—Year 2 and Successive Years**

The *Robert Lee ISD* announced today it will continue its policy to 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:

Robert Lee ISD
Attention: *Samantha Burns*
Child Nutrition Department
1323 Hamilton
Robert Lee Texas, 76945
325-453-4555
Samantha.burns@rlisd.net

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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Directions: Media Release for Free and Reduced-Price Meals Sample Form
Community Eligibility Program (CEP)—Base Year
and
Community Eligibility Program (CEP)—Year 2 and Successive Years**

Purpose

This sample provides a model for the media release that Community Eligibility Provision (CEP) contracting entities (CEs) or schools issue prior to or during the first week of school.

[NOTE: There are two different samples provided. One is for the first year of operating as a CEP site. The second is for the second year through fourth year.]

Directions for Using Sample Form

- Select the appropriate media release sample based on the number of years the program has been in operation.
- Provide the appropriate information for each description in brackets, including contracting entity (CE) or school specific information as needed.
- Distribute widely through available media outlets.
- Retain a copy of the release and, if applicable, copies of requests for postings made to media outlets and receipts for posting onsite.

Use This Form	
Frequency	Yearly, prior to or during the first week of school
Required Form Format	Use this sample or a similar document.
Record Retention	Releases kept onsite and made available on request. Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.

**Media Release for Free and Reduced-Price Meals Sample Form
Community Eligibility Provision (CEP)—Base Year**

The *Robert Lee ISD* announced today a change to its policy for serving meals to children served under the National School Lunch Program and School Breakfast Program for the 2022-2023 school year. Schools qualifying to operate the Community Eligibility Provision (CEP) provide 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.

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