

**Public Release under Community Eligibility Provision**

**INSTRUCTIONS**

Reproduce the following text on your letterhead. Date, sign and send to the local media at the beginning of each school year requesting that the release be published at no charge as a public service to the community. It is up to the local media to decide whether to publish the release as a public service at no charge. A school food authority is not required to get the release published nor are local media required to publish it.

Retain a copy of the release for your files. The media release must be dated and state the name of the media outlet to which it was sent.

**FOR IMMEDIATE RELEASE**

[*NAME OF SCHOOL FOOD AUTHORITY*] today announced an amendment to its policy for serving meals to students under the National School Lunch and School Breakfast Programs for the *[yyyy-yyyy]* school year. All students will be served breakfast and lunch at no charge at the following site(s): *[site names]*

For additional information please contact: *[Name of School District],* Attention: *[Name, Title]*, *[Department/Division], [Address], [City, State ZIP], [Telephone Number], [E-mail Address].*