**PUBLIC RELEASE**

Today, ,

 (Name of Institution)

announced its sponsorship of the USDA Child Care Food Program. Meals will be made available to enrolled children/clients at no separate charge without regard to race, color, national origin, sex, age, or disability. Parents'/clients’ income determines the amount of money USDA will reimburse us to provide meals to enrolled children/clients. The income eligibility guidelines listed below are used to determine our reimbursement from USDA. Children/clients from households whose annual income is at or below these levels are eligible to be counted for free or reduced-price meal reimbursements.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family Size (Annual Income) |  |  |  |  |  |  |  |  |  | Each Additional Family Member -  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | ADD |
| Free | 22,503 | 30,550 | 38,597 | 46,644 | 54,691 | 62,738 | 70,785 | 78,832 |  | + 8,047 |
| Reduced Price | 32,024 | 43,475 | 54,927 | 66,378 | 77,830 | 89,281 | 100,733 | 112,184 |  | + 11,452 |

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](http://mailto:program.intake@usda.gov/)

This institution is an equal opportunity provider.

Meals will be provided at: ***(List Name and Address of all sites)***

This Public Release will be sent to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Media Date