**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 | 23,387 | 31,616 | 39,845 | 48,074 | 56,303 | 64,532 | 72,761 | 80,990 |  | + 8,229 |
| Reduced Price | 33,282 | 44,992 | 56,703 | 68,413 | 80,124 | 91,834 | 103,545 | 115,255 |  | + 11,711 |

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](https://www.usda.gov/sites/default/files/documents/ad-3027.pdf), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail**: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax**: (202) 690-7442; or
3. **Email**: [program.intake@usda.gov](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