

Sample Media Release
 INSERT YOUR AGENCY LETTERHEAD

The _____ (*Name of Sponsoring Organization*) announces its participation in the Summer Food Service Program (SFSP). Meals will be provided to all children 18 years and under without charge. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

(Enter open and restricted open site information)

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Children participating in the following program(s) will be provided free meals:
(Enter closed enrolled site(s) information for which open site data was used to qualify)

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Persons interested in receiving more information should contact:

 (Name, Address and Phone of Sponsor)

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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
 Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

X _____
 (Signature of Authorized Representative)

Attachment 49, Continued

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
Begin Date	End Date	Meals Available	Service Times

Site Name			
Site Address			
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