

**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. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

**(Enter 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)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form online at Found online [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities, may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer

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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