



Office of P-20 Education Policy
Child Nutrition Program Administration
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www.cn.nysed.gov

Public Announcement for School Meals Special Provision Options (Provision 2 Non-Base Year & Community Eligibility Provision)

The **[Insert Name of School(s)]** today announced an amendment to its policy for serving meals for children served under the National School Lunch Program and School Breakfast Program for the **[Insert the School Year]** school year, which would allow for all children at all schools/sites to be served meals at no charge.

For additional information please contact the following person:

[Insert Name of School(s)]

Attention: **[Enter Contact Name and Title]**

[Insert Department or Division]

[Insert Address]

[Insert City, State, Zip, and Contact Phone Number]

[Insert Email Address]

PLEASE NOTE: *This notice **can** be sent to the local media and your local unemployment office at the beginning of each school year. The school or district may request the media to print the entire notice. The media **are not required to print** any of the notice. The school or district must maintain on file a copy of the letter to the media and the article (if printed). The school or district should not pay to have this notice printed.*

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.

This institution is an equal opportunity provider.