**XYZ SCHOOL**

**address**

**address**

**July 15, 20XX**

Dear Parent or Guardian:

We are pleased to inform you that the XYZ Community School District will be implementing a new option available to schools participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP) for School Year 20XX-20XX.

**What does this mean for you and your children attending XYZ School?**

Great news for you and your students! All enrolled students of **XYZ School** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 20XX-20XX school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. There will be a charge if your student takes an extra serving or has an afternoon milk.

Also enclosed with this letter, you will find a household survey for consideration for fee waiver. If you qualify for a fee waiver, please complete this form and bring it with you to registration. If we can be of any further assistance, please contact us at xxx-xxx-xxxx

Sincerely,

Superintendent of Schools

**USDA Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

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, DC 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.

**Iowa Non-Discrimination Notice**: It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: [https://icrc.iowa.gov](https://icrc.iowa.gov/)/.