

SUMMER FOOD SERVICE PROGRAM (SFSP) MEDIA RELEASE FORM

This form is required to be completed and submitted with the application.

Sponsors of all Summer Food Service Programs must publicly announce the availability of the Program before beginning meal service (7CFR, Part 225.15 (e)). Each type of meal service (breakfast, lunch, supper, and snack) must be clearly advertised as to the date, time and locations where meals will be served. This announcement must be made with the media serving the area from which the Program will draw its attendance. The media used may be general distribution print, radio, television or website. **All the required information must be provided to the media for publishing or airing, including the USDA nondiscrimination statement, procedure for filing a complaint and address to submit a complaint to.** Announcements made in restricted media, such as newsletters or on cable television, are not acceptable unless approved by the State agency. Documentation of the sponsor's release to the media must be maintained by Sponsor.

Name of the news media that this release will be submitted to:

Name of News Media

Approximate Date

The _____ announces its sponsorship of the
 Name of Sponsoring Organization
 Summer Food Service Program (SFSP).

Beginning ____/____/____ and ending ____/____/____, meals will be provided to all children free of charge. The meals served will be the same for all children regardless of race, color, national origin, sex, age or disability and there will be no discrimination in the course of the meal service. Meals will be provided at the following meal site location(s) and approved time(s):

<u>Meal Site Location</u>	<u>Meal Service Offered</u>	<u>Scheduled Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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.

For more information call: _____
 Sponsoring Organization Contact Name and Telephone Number