

Sample Letter to Households in Schools/Districts Participating in  
**Community Eligibility Provision**

*(Copy and Paste Sample Letter onto School District Letterhead)*

Dear Parent or Guardian:

We are pleased to inform you that [SCHOOL OR DISTRICT NAME] 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 2021-2022.

**What does this mean for you and your children attending the school(s) identified above?**

Great news for you and your students! All enrolled students of [SCHOOL OR DISTRICT NAME] are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2021-2022 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 an application.

If we can be of any further assistance, please contact us at [CONTACT INFORMATION].

Sincerely,

In accordance with Federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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 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. Additionally, program information is available in English and other languages.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or 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:

**mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**fax:** (202) 690-7442; or

**email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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