

PUBLIC RELEASE STATEMENT FOR CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Each participating institution is required to *SUBMIT* to the local information media a public release announcing the availability of meals to all participants in attendance at no extra charge to parents and without regard to race, color, national origin, sex, age, or disability. The complaint-filing procedure must also be included.

DIRECTIONS FOR SUBMITTING RELEASE

Duplicate the bottom portion of this form to *SUBMIT* to the local media. *A COPY OF THE CORRESPONDENCE TO THE MEDIA REQUESTING PUBLICATION MUST BE ATTACHED WITH THIS FORM AS PROOF OF SUBMISSION.*

<p>To: _____ Name of Media</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>Date Submitted</p>
<p>The _____ (Name of Institution)</p> <p>announces its participation in the Child and Adult Care Food Program (CACFP). All participants in attendance are served meals at no extra charge to the parents. 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.</p> <p>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.</p> <p>To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (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:</p> <p>(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;</p> <p>(2) fax: (202) 690-7442; or</p> <p>(3) email: program.intake@usda.gov.</p> <p>This institution is an equal opportunity provider.</p>	