

Media Release for Free and Reduced-Price Meals Sample Form Special Assistance Provision 2—Base Year

LYDIA PATTERSON INSTITUTE today announced a change to its policy for serving meals for children served under the National School Lunch Program and School Breakfast Program for the 2018-2019 school year. This new change will allow all children at all schools/sites to be served meals at no charge.

The ability of **LYDIA PATTERSON INSTITUTE** to offer this special alternative rests upon the success of the school in receiving a completed application for free and reduced-price meals for the National School Lunch Program and School Breakfast Program from each household in the school.

Applications will be furnished by **LYDIA PATTERSON INSTITUTE** and can be obtained at 517 S. Florence St. El Paso, Texas 79901. Call Mrs. Carmen Fourzan at 915-533-8286 ext. 14 to ask questions. Completed applications should be returned to the following location:

LYDIA PATTERSON INSTITUTE
Attention: *Carmen Fourzan, Business Office Clerk*
Business Office
517 S. Florence St.
El Paso, Texas 79901 915-533-8286 ext. 14
m.fourzan@lpi-elp.org

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.

Media Release for Free and Reduced-Price Meals Sample Form Special Assistance Provision 2—Year 2 and Successive Years

LYDIA PATTERSON INSTITUTE 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 2018–2019 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:

LYDIA PATTERSON INSTITUTE

Attention: *Carmen Fourzan, Business Office Clerk*

Business Office

517 S. Florence St.

El Paso, Texas 79901 (915)533-8286 ext. 14

m. fourzan @lpi-elp.org

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Directions: Media Release for Free and Reduced-Price Meals Sample Form
Special Assistance Provision 2—Base Year
and
Special Assistance Provision 2—Year 2 and Successive Years

Purpose

This sample provides a model for the media release that Provision 2 (P2) sites must issue prior to or during the first week of school.

[NOTE: There are two different samples provided. One is for the first year of operating a P2 site. The second is for the second year and beyond.]

Directions for Using Sample Form

- Select the appropriate media release sample based on the number of years the program has been in operation.
- Provide the appropriate information for each description in brackets.
- Add contracting entity (CE) or site specific information as needed.
- Distribute widely through available media outlets.
- Retain a copy of the release onsite.

Use This Form	
Frequency	Yearly, prior to or during the first week of school
Required Form Format	Use this sample or a similar document. Attach the income eligibility, application form, or sample letters as appropriate.
Record Retention	Releases kept onsite and made available on request. Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.