

(Place on Sponsor Letterhead)

TO: _____
(name of News Media contacted)

RE: News Release for Summer Food Service Program

FROM: _____
(name of Sponsoring Organization)

DATE: _____
(date submitted to news media)

Please publish the enclosed Public Notice for the Summer Food Service Program for one weekend.

Thank you.

**Sample News Release
Open Sites**

The (name of sponsor) is participating in the Summer Food Service Program. Meals will be provided to all children without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) There will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows: **[list all sites and the starting and ending times of meal service for each site]**

Any person who believes he or she has been discriminated against in any USDA-related activity should write or call immediately to:

USDA, director, Office of Adjudication
1400 Independence Avenue, S.W.
Washington, DC 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov
Voice and TDD: (202) 720-2600

USDA is an equal opportunity provider and employer.

Note: The sponsoring organization must retain a copy of the public news release and upload copy into the State Agency web application/ claiming system.