

***(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  
Enrolled Sites and Camps**

The (name of sponsor) is participating in the Summer Food Service Program. Meals will be provided to all eligible children free of charge. (To be eligible to receive free meals at a residential camp, children must meet the income guidelines for reduced price meals in the National School Lunch Program. The income guidelines for reduced price meals by family size are listed on the next page.) Children who are part of households that receive foods stamps, or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals.

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](mailto: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.**