**Instructions**

**SFSP Participant Notification of the Availability of Free Meals**

**CLOSED ENROLLED SITE –AREA ELIGIBLE**

**Instructions**

These instructions are not to be distributed with this notification.

Federal regulations require that any closed enrolled SFSP site, even those that qualify based on area eligibility,\* must provide notification to each enrolled participant about the availability of free summer meals.

**\*NOTE:** If you are operating a closed enrolled site in a non-eligible area or a camp, **this is not the correct notification template.** Please refer to the Summer Meals Administration/Forms page on SquareMeals.org for the correct template.

The notification template below includes information about the availability of free meals and a civil rights statement. Contracting Entities/sites may develop their own notification templates, but the information in this prototype is required.

**Form Retention**

This form is updated annually by TDA. Keep each year’s edition of this template for three years from the end of the program year. **Exception:** If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.

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**Notification of Summer Meals and Request to Complete Household Application**

This summer, [insert site name] is distributing free meals to all enrolled participants via the Summer Food Service Program (SFSP) administered by the United States Department of Agriculture (USDA). Meals served this summer include [insert meal type or types, up to the two maximum allowed per day]. Please contact [insert contact name] for more information on the meals provided via the SFSP.

In accordance with federal civil rights 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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), 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.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

(2)  fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.