

## SAMPLE PUBLIC MEDIA RELEASE

Federal regulations require that each institution participating in the Child and Adult Care Food Program annually issue a news release announcing sponsorship of the program. The news release must be submitted to the local media for a possible free public announcement. **If the media does not provide this free service, it is not required that the institution pay for the announcement.** Submitting the announcement of program participation will fulfill federal requirements. A copy of the news release submitted for publication must be attached to your Child and Adult Care Food Program application packet along with a list of the names and addresses of the media to whom the release was sent and the date sent.

The required news release provided below must be used by all institutions. Additional information may be included; however, the release must contain all of the information provided below:

Today \_\_\_\_\_ (name of institution) announced its sponsorship of the USDA Child and Adult Care Food Program administered by the Office of Superintendent of Public Instruction (OSPI). Meals will be made available to eligible adults at no separate charge without regard to race, color, national origin, gender, age, or disability. Parental or caregiver income determines the amount of money OSPI will reimburse institutions to provide meals to eligible adults. The monthly income eligibility guidelines listed below are used to determine the reimbursement from OSPI.

FAMILY SIZE	FREE	REDUCED-PRICE
1	\$ 1,037	\$1,476
2	1,390	1,978
3	1,744	2,481
4	2,097	2,984
5	2,450	3,486
6	2,803	3,989
7	3,156	4,491
8	3,509	4,994
For each additional family member add:	+354	+503

Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Meals will be provided at the sites listed below: