

## PUBLIC RELEASE STATEMENT FOR CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

It is required that each participating institution *SUBMIT* to the local information media a public release announcing the availability of meals to all participants in attendance, at no extra charge to parents, and without regard to race, color, national origin, sex, age, or disability. The complaint-filing procedure must also be included.

### DIRECTIONS FOR SUBMITTING RELEASE:

Duplicate the bottom portion of this form to *SUBMIT* to the local media. ***A COPY OF THE CORRESPONDENCE TO THE MEDIA REQUESTING PUBLICATION MUST BE ATTACHED WITH THIS FORM AS PROOF OF SUBMISSION.***

Name of Media	Date Submitted
To: _____	
Address of Media	
The _____ (Name of Institution)	
<p>announces its participation in the Child and Adult Care Food Program (CACFP). All participants in attendance are served meals at no extra charge to the parents. The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases 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 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 USDA. (Not all prohibited bases will apply to all programs and/or employment activities.)</p> <p>If you wish to file a Civil Rights program complaint of discrimination, complete the <b><i>USDA Program Discrimination Complaint Form</i></b>, found online at &lt;<a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>&gt;, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax 202-690-7442, or e-mail at &lt;<a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>&gt;.</p> <p>Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).</p> <p>USDA is an equal opportunity provider and employer.</p>	