

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

Each participating institution is required to *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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. 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.*

<p>To: _____ Name of Media</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>Date Submitted</p>
<p>The _____ (Name of Institution)</p> <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. 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.</p> <p>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.</p> <p>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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:</p> <p>(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;</p> <p>(2) fax: (833) 256-1665 or (202) 690-7442; or</p> <p>(3) email: program.intake@usda.gov.</p> <p>This institution is an equal opportunity provider.</p>	