# Instructions

Do **not** include these instructions with the press release. The sample press release is below

1. A copy of the release form and documentation of release to media outlets must be maintained in sponsor files and available for review upon request by the Connecticut State Department of Education.
2. Do **not** pay to have the press release in the paper. The SFSP regulations require only that you submit the release to the media.
3. You can personalize your press release by including information about your program. The number of years your organization has participated in the SFSP and the number of children who benefit from the program would make the press release more interesting to the reader.

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| For information on the SFSP, visit the Connecticut State Department of Education’s [SFSP](https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program) website. This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/‌Press\_Release\_Closed\_Enrolled\_Sites\_Residential\_Camps\_SFSP.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Press_Release_Closed_Enrolled_Sites_Residential_Camps_SFSP.docx). |

# Sample Press Release

The [**insert name of sponsoring organization**] announces its participation in the federally funded Summer Food Service Program (SFSP). 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 **July 1, 2023**,to **June 30, 2024**,in the National School Lunch Program. The income guidelines for reduced-price meals by family size are listed below.) Children who are part of households that receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA) are automatically eligible to receive free meals.

The income eligibility standards below will be used for determining eligibility for free meals:

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| **Gross Income Guidelines for Reduced-Price Meals****Effective July 1, 2023, through June 30, 2024** |
| Number in family | Annual gross income | Monthly gross income | Twice per month | Every two weeks gross income | Weekly gross income |
| **1** | 26,973 | 2,248 | 1,124 | 1,038 | 519 |
| **2** | 36,482 | 3,041 | 1,521 | 1,404 | 702 |
| **3** | 45,991 | 3,833 | 1,917 | 1,769 | 885 |
| **4** | 55,500 | 4,625 | 2,313 | 2,135 | 1,068 |
| **5** | 65,009 | 5,418 | 2,709 | 2,501 | 1,251 |
| **6** | 74,518 | 6,210 | 3,105 | 2,867 | 1,434 |
| **7** | 84,027 | 7,003 | 3,502 | 3,232 | 1,616 |
| **8** | 93,536 | 7,795 | 3,898 | 3,598 | 1,799 |
| Each additional family member | + 9,509 | + 793 | + 397 | + 366 | + 183 |

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| --- | --- | --- | --- | --- |
| **Name and address of sites** |  | **Meals available and serving times** |  | **Meal service dates** |
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Persons interested in receiving more information should contact:

|  |  |
| --- | --- |
| Sponsor name: |  |
| Sponsor address: |  |
| City: |  | State: |  | Sponsor phone: |  |

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.

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| Signature of Authorized Representative |  | Date |