**Instructions**

Do **not** include these instructions with the press release. The sample press release is on page 2.

1. Sponsors must submit a copy of the press release form to the Connecticut State Department of Education prior to the start of the SSO.
2. Do **not** pay to have this put into the paper. The USDA regulations require only that sponsors **submit** thepress release to the media. List the names of the media below where the SSO press release was sent.

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1. Sponsors can personalize the press release by including information about their program. The number of years the sponsoring organization has participated in the SSO 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 SSO, visit the Connecticut State Department of Education’s [Seamless Summer Option (SSO) of the NSLP](https://portal.ct.gov/SDE/Nutrition/Seamless-Summer-Option-SSO-of-the-NSLP) webpage or contact the [school nutrition programs staff](https://portal.ct.gov/SDE/Nutrition/Contact-Information-for-School-Nutrition-Programs). This document is available at [https://portal.ct.gov/-/media/SDE/‌Nutrition/SSO/Press\_Release\_SSO.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SSO/Press_Release_SSO.docx). |

The [**insert name of sponsoring organization**] announces its participation in the federally funded Seamless Summer Option (SSO) of the National School Lunch Program (NSLP). Under the SSO, nutritious meals are provided free of charge to all children 18 years and younger at the following sites:

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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:

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

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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](mailto:program.intake@usda.gov)

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| Signature of Authorized Representative |  | Date |