

A background image showing a group of children in a school cafeteria. A boy in a red hoodie is in the foreground, looking down at a tray of food. Other children are visible in the background, some looking towards the camera. The image is overlaid with a semi-transparent blue filter.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Civil Rights and Meal Accommodations in School Nutrition Programs

Presented by: Sarah Platt, Child Nutrition



Agenda

Civil Rights Requirements

- Training
- Notification
- Non-discrimination Statement
- Public Release
- Racial & Ethnic Data Collection
- Complaints of Discrimination
- Limited English Proficiency (LEP)

Meal Accommodations

- Definition of a disability
- Required vs Preference
- Medical Statement
- Notification requirements

Federally Protected Classes

Child nutrition programs are prohibited from discriminating on the basis of:

- Race
- Color
- National Origin
- Age
- Sex (including gender identity and sexual orientation)
- Disability

State of Maine Protected Classes

- Adds protections for persons with regard to:
 - Religion
 - Ancestry or national origin
 - Genetic Information

USDA Civil Rights Training Requirement

- Required annually
- For all staff who interact with the child nutrition program & students
- Training available on our Civil Rights page:
<https://www.maine.gov/doe/schools/nutrition/nondiscrimination>
- PowerPoint or have staff watch our webinar
- Keep documentation:
 - Topics covered (required topics)
 - Date
 - Names and Signatures

Public Release

- Sent to local newspaper
- Must inform persons of:
 - SFAs participation in Child Nutrition Programs
 - Information regarding eligibility and meal benefits
 - Program rights and responsibilities
 - Non-discrimination policy
 - Procedure for filing a complaint
- Maintain documentation of where release was sent
- NSLP Press Releases can be found on our website:
<https://www.maine.gov/doe/schools/nutrition/programs/nslp>

Racial and Ethnic Data Collection

- Must have a system to collect racial and ethnic data
- Are School Nutrition Programs reaching potentially eligible children
- Collected at the point of application or enrollment by the school

Step 5: Optional CHILDREN'S ETHNIC and RACIAL IDENTITIES You are **not required** to answer this question.

Mark one ethnic identity:

Hispanic or Latino

Not Hispanic or Latino

Mark one or more racial identities:

Asian

White

Black or African American

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

Other

NOTIFICATION OF ELIGIBILITY

DATE:

Dear Parent/Guardian:

Your application for free or reduced price meals for your child(ren) has been:

Approved for applicable programs listed below: (check all that apply)

Complaints of Discrimination

- Right to file a complaint withing 180 days
- Forwarded to the USDA/FNS Regional Office of Civil Rights/Maine Human Rights Commission
- Written, verbal, or anonymous
- SFA must have procedures for receiving & processing complaints
 - Notification of the USDA discrimination Complaint Form
- A Civil Rights complaint log must be maintained

Types of Complaints

Customer Service Complaint

- There has been a break down in service
- May result from a lack of customer focus, being insensitive, or demonstrating a lack of understanding

Civil Rights Complaint/Discrimination

- Characterized by the complainant verbalizing or submitting in writing that they feel they have been treated unfairly or discriminated against due to a protected class basis

Non-Discrimination Statements

- Federal & State of Maine included on all program materials
 - School Nutrition Website
 - Free and Reduced Meal Application
 - Letters & notices sent to families
- <https://www.maine.gov/doe/schools/nutrition/nondiscrimination>

Non-Discrimination Statements

- Short statement may be used on menus
- Must have State approval to use on other materials

“This institution is an equal opportunity provider.”

Meal Accommodations

Requirements

- Federally funded Child Nutrition Programs must make reasonable accommodations to meals for participants (students) who have a disability which restricts their diet
- Done on a case-by-case basis

What Defines a Disability

- The Americans with Disabilities Act (ADA) Amendments Act of 2008 made important changes to the term disability to include any person with a physical or mental impairment that substantially limits one or more major life activities, including major bodily functions.

Major Life Activities

(include but not limited to):

- Caring for self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Eating
- Sleeping
- Reading
- Standing
- Lifting
- Bending
- Reading
- Concentrating
- Thinking
- Communicating
- Eating
- Breathing
- Major Bodily Functions (digestive, neurological...)

Major Bodily Functions

(include but not limited to):

- Immune system
- Digestive
- Bowel
- Bladder
- Neurological
- Brain
- Respiratory
- Circulatory
- Endocrine
- Reproductive

USDA Memo SP59-2016

- Ensuring equal opportunity to participate in the school meal program
- School nutrition programs *MUST* make reasonable accommodations for children with *disabilities which restrict their diet* when supported by a completed medical statement
- Most physical & mental impairments constitute a disability

Dietary Preference

- Are NOT considered medical conditions or disabilities
- Are not required to accommodate
- Include:
 - Personal lifestyle choices (Vegan, vegetarian, organic)
 - Religious (eliminating pork, beef or eggs)
 - General health concerns (preference for a gluten-free/dairy free diet)
- If a SNP chooses to accommodate a dietary preference, meal pattern requirements must still be met
- Student can use Offer verses Serve

Reasonable Modification

- The modification provided does not have to be the exact modification requested
 - Brand Name
 - Mirror the menu
- Meal must be safe for the student
- Follow the meal pattern, to the extent possible
 - Can't use OvS to accommodate
- Be as inclusive as possible while balancing safety

Medical Statement

- Required when the accommodation results in a meal that does not fully follow meal pattern requirements
- Must provide:
 - Food/allergen to be avoided
 - Sufficient information to allow the SFA to understand how the impairment restricts the child's diet.
 - An explanation and instruction of how to make the accommodation.
 - The food/allergen to be substituted (May be outside meal pattern requirements)
- Must be signed
 - licensed physician
 - Medical Doctor (MD), Doctor of Osteopathy (DO), Nurse Practitioner, & Physician's Assistant

Medical Statement Template

www.maine.gov/doe/schools/nutrition/programs/nslp

Medical Statement to Request School Meal Modification

Important: Select the appropriate meal modification category from the three listed below. Then carefully read and follow the procedures for that category. The school will return incomplete Medical Statements to the parent/guardian. If you have questions about the form, the school contact named in Part A will assist you.

- Modification due to a disability:**
 - A school is required to make meal modifications prescribed by a licensed physician to accommodate a student's disability. See the definition of disability on the back of this form.
 - Part B of this form must be completed by a licensed physician (MD or DO).
 - Parts A and C of this form must also be completed before the school can make meal modifications.
 - The meal modifications will continue until a licensed physician requests that the modifications be changed or stopped on Form 19-C, which is available from the school.
 - It is strongly recommended that a licensed physician annually update the prescribed diet order.
- Modification due to a food allergy/intolerance, or other medical condition that does not rise to the level of a disability:**
 - A school has the option to make meal modifications prescribed by a medical authority due to a food allergy/intolerance or other medical condition that does not rise to the level of a disability.
 - Part B of this form must be completed by a medical authority who is a licensed physician (MD or DO), physician's assistant (PA), or advanced registered nurse practitioner (ARNP).
 - Parts A and C of this form must also be completed before the school can make meal modifications.
 - If a school chooses to make the meal modifications, they will continue until a medical authority requests that the modifications be changed or stopped on Form 19-C, which is available from the school.
 - It is strongly recommended that a medical authority annually update the prescribed diet order.
- Substitution for food items with due to lactose intolerance, allergy, vegan diet, religious, ethical or cultural reasons:**
 - A school has the option to make a substitution for food items with that is requested by a parent/guardian, but that is not prescribed by a medical authority.
 - Parts A and D of this form must be completed before the school can make a substitution for food items with.
 - If a school chooses to provide such a substitution, they will continue until a parent/guardian requests that the substitution be changed or stopped on Form 19-C, which is available from the school.

Part A. Student, Parent/Guardian & School Contact Information - To be completed by a parent/guardian or school contact person		
Student's Name	Date of Birth	School
Parent/Guardian's Name	Parent/Guardian's Phone	
School Contact's Name	School Contact's Phone	

Part B. Prescribed Diet Order - This part must be completed by a medical authority as specified above.

- Check ONE:
 - Disability (D)
 - Food allergy/intolerance or other medical condition that does not rise to the level of a disability
- Specify the disability, food allergy/intolerance or medical condition related to the prescribed diet order.
- If the student has a disability, what impact its activity is affected? Example: Allergy to peanuts affects ability to swallow.
- Type of Diet:
 - Other (if not applicable OR specify the type of special diet (e.g. low sodium, gluten-free, diabetic, etc.)
- Modified Items:
 - Not Applicable
 - Breakfast
 - Lunch
 - Dinner

09/2015 Child Nutrition & Wellness, Kansas State Department of Education Form 156

If Clarification is Needed

- Statement must provide sufficient information, so it is clear how to make the accommodation
- Seek clarification from the parent/guardian or medical personnel (with permission)
- Provide the accommodation to the best of your ability while waiting for clarification
- Medical Statement does not need to be updated annually as long as it still accurately reflects the student's needs

IEP/504 Plan

- If an IEP/504 plan contains the same information that is required on a medical statement, it is not necessary to obtain a medical statement
- SNP is not required to provide an accommodation outside of the program/meals provided to other students (school)
 - Ex: snacks

Fluid Milk Substitutes

(When there is no medical statement on file)

- Requested in writing by a parent
- Non-dairy alternative must be nutritionally equivalent to cow's milk
 - May not substitute juice or water
- Lactose-free milk is acceptable
 - Use for lactose intolerance



Fluid Milk Substitutes

Must contain the same, or greater, nutrition profile as cow's milk.

Nutrients	Per Cup
Calcium	276 mg
Protein	8 grams
Vitamin A	150 mcg
Vitamin D	2.5 mcg
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B12	1.1 mcg

Non-Creditable Non-Dairy Beverages

Non-Dairy Milk

- Almond
- Cashew
- Coconut
- Hemp
- Oat
- Rice

Other

- Juice
- Water

Allowable substitute?

Nutrients	Per Cup
Calcium	276 mg
Protein	8 grams
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B12	1.1 mcg

Nutrition Facts
8 servings per container
Serving size 1 cup (240mL)

Amount per serving
Calories 60

% Daily Value*

Total Fat 2.5g 3%
Saturated Fat 0g 0%
Trans Fat 0g
Polyunsaturated Fat 0.5g
Monounsaturated Fat 1.5g
Cholesterol 0mg 0%
Sodium 150mg 7%
Total Carbohydrate 8g 3%
Dietary Fiber <1g 2%
Total Sugars 8g
Includes 7g Added Sugars 14%

Protein 1g
Vitamin D 5mcg 25%
Calcium 450mg 35%
Iron 0.7mg 4%
Potassium 170mg 4%
Vitamin A 150mcg 15%
Vitamin E 7.5mg 50%
Phosphorus 20mg 2%
Magnesium 15mg 4%

The percent Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

INGREDIENTS: ALMONDMILK (FILTERED WATER, ALMONDS, CANE SUGAR, CALCIUM CARBONATE, NATURAL FLAVORS, SEA SALT, POTASSIUM CITRATE, SUNFLOWER LECTHIN, GELLAN GUM, VITAMIN A PALMITATE, VITAMIN D2, D-ALPHA-TOCOPHEROL, NATURAL VITAMIN E).

CONTAINS: ALMONDS
Produced for Blue Diamond Growers Sacramento, CA 95812
Not to be used as an infant formula
Manufactured at plant stamped on package
Perishable
Keep refrigerated
Use within 7 days of opening
Produced in a stringent allergen control environment.
To learn more, please visit us at www.bluediamond.com/faqs or scan product UPC code for SmartLabel® page

*NUTRITION BREEZE VANILLA ALMONDMILK, 1% OF SUGAR PER SERVING. ALMOND BREEZE VANILLA SUGAR VANILLA ALMONDMILK, 8g OF SUGAR PER SERVING.

try them all!

THIS PRODUCT IS

- ✓ FREE OF dairy, soy, lactose, cholesterol, peanuts, casein and gluten
- ✓ FREE OF carrageenan
- ✓ EXCELLENT SOURCE of Vitamin D and E
- ✓ Made with REAL CALIFORNIA ALMONDS
- ✓ VEGAN
- ✓ 50% MORE CALCIUM than regular dairy milk-- Almond Breeze® 35% DV (450mg); Dairy Milk: 25% DV (300mg).

1 CUP OF REGULAR MILK CONTAINS 300mg CALCIUM VS 1 CUP OF ALMOND BREEZE® CONTAINS 450mg CALCIUM.

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QUESTIONS OR COMMENTS?
Write Blue Diamond customer support, PO Box 1768, Sacramento, CA 95812, or call 1 (800) 397-2323. Please include code number found on top of carton with all inquiries. almondbreeze.com

smartlabel
Scan here with SmartLabel® app for more information!

8163AB15J 9
4 1570 10964 9
ARBUS US&AZ

Nutrition Facts

8 servings per container
Serving size 1 cup (240mL)

Amount per serving
Calories 60

% Daily Value*

Total Fat 2.5g 3%

Saturated Fat 0g 0%

Trans Fat 0g

Polyunsaturated Fat 0.5g

Monounsaturated Fat 1.5g

Cholesterol 0mg 0%

Sodium 150mg 7%

Total Carbohydrate 8g 3%

Dietary Fiber <1g 2%

Total Sugars 8g

Includes 7g Added Sugars 14%

Protein 1g

Vitamin D 5mcg 25%

Calcium 450mg 35%

Iron 0.7mg 4%

Potassium 170mg 4%

Vitamin A 150mcg 15%

Vitamin E 7.5mg 50%

Phosphorus 20mg 2%

Magnesium 15mg 4%

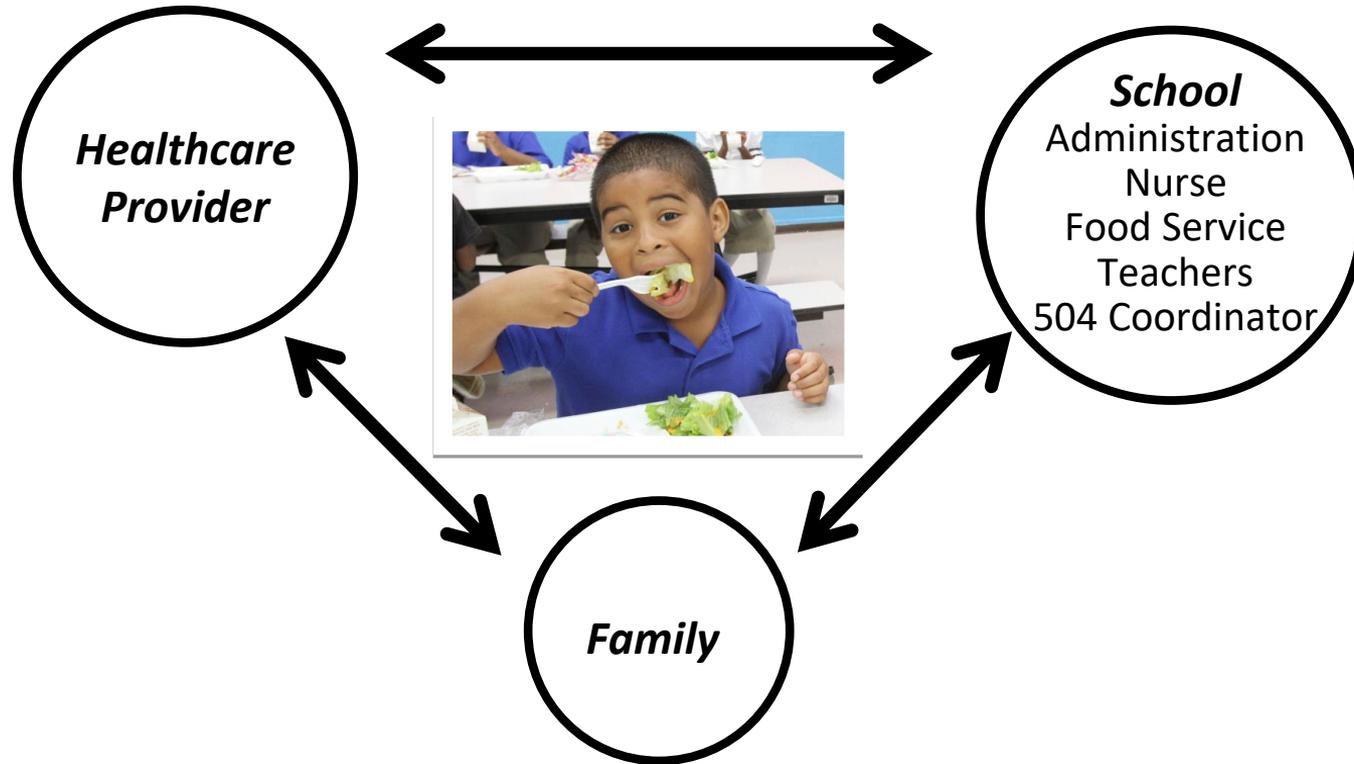
*The percent Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

INGREDIENTS: ALMONDMILK (FILTERED WATER, ALMONDS), CANE SUGAR, CALCIUM CARBONATE, NATURAL FLAVORS, SEA SALT, POTASSIUM CITRATE, SUNFLOWER LECTHIN, GELLAN GUM, VITAMIN A PALMITATE, VITAMIN D2, D-ALPHA-TOCOPHEROL (NATURAL VITAMIN E).

Notification

- Have clear procedures for:
 - The process for requesting meal modifications, including:
 - Who to contact
 - When supporting documentation is needed
 - Your timeline
 - SFAs process for handling non-disabling modification requests
 - Receiving grievances/complaints
- Confidentiality
- Don't over promise!

Use A Team Approach





Questions



Stay Connected!

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Laws and Regulations

Protecting the rights of children with disabilities:

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act
- Individuals with Disabilities Education Act
- 7CFR 15b
- Section 9(a) of the Richard B. Russell National School Lunch Act, 42 USC 1758(a)

Our Team

Presenter Information



Able Nottingham

School Coordinator

Office of School & Student
Supports

Team: Climate, Culture, &
Resiliency



Sarah Bukes

School Coordinator

Office of Federal Programs

Team: Assessment



Fran Craven

School Coordinator

Office of Workforce
Development & Innovative
Pathways

Team: Extended Learning
Opportunities



Our New Slide Template

Welcome to the MDOE PowerPoint Template

This template should be used for all Maine DOE presentations. This slide deck has a myriad of pre-designed master slides that you can use. You may alter positioning of text/photos, but some things will remain standard. Please make your way through this presentation to learn more!



This is a call out box. Copy/paste to any slide. You may need to change the size of the text / box to suite your needs. You can put an icon next to your call out box, or just have text. Icons can be found at end of presentation. In this presentation, this box will be used to talk about editing and technical notes

Using PowerPoint

Technical & Best Practices

Best Practices

Slide Deck

When sharing information in a slide deck, there's some tips to making more engaging presentations!

Do:

- Use this template
- Check spelling and grammar for everything – even if you are copying from another source.
- Compress all images when saving to make a smaller file size
- Keep it simple
- Use the “B” Key



Feel free to move around some of the text and images – but note that some elements are not editable such as the border and logo.



Continued

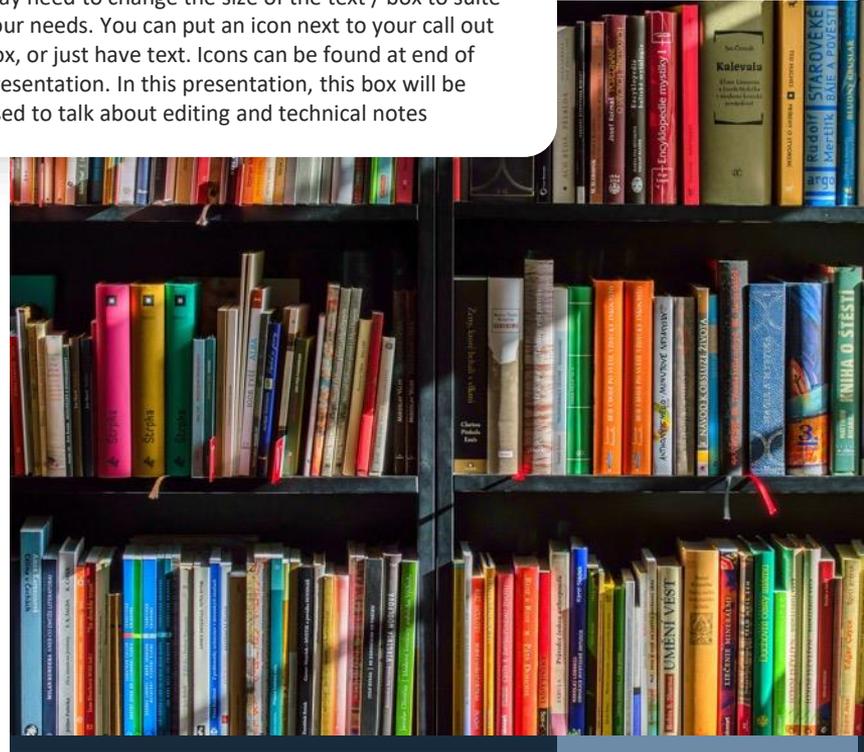
...and Do Not's

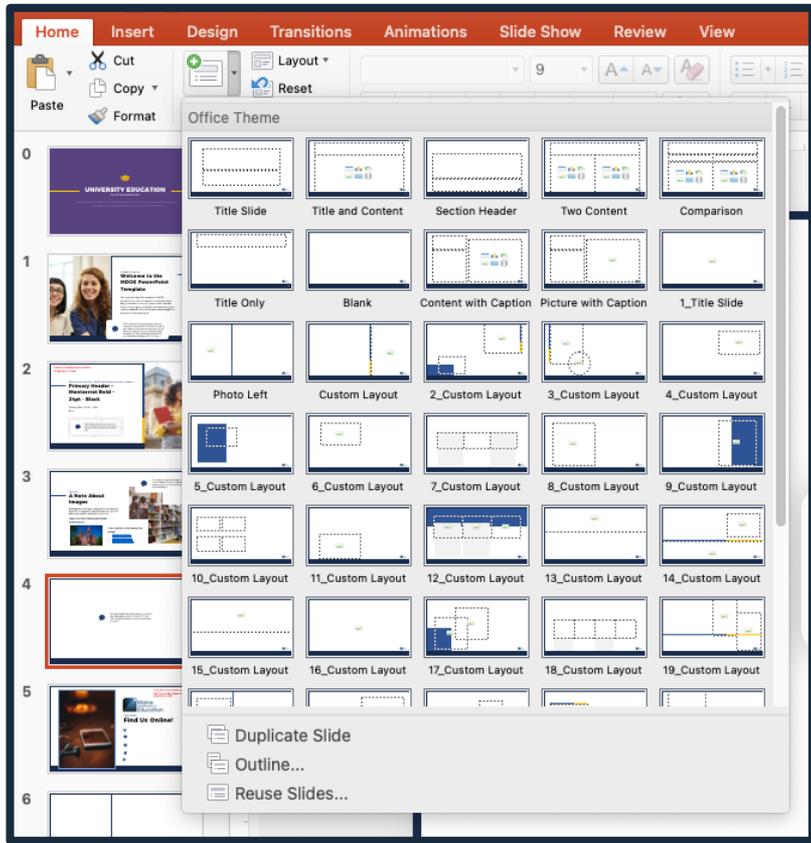
Do NOT:

- Put everything on one slide!
 - *Be Concise*: Bullets > Paragraphs – Short sentences are okay, but use keywords to make your point! (5x5 rule)
- Read from the slide – slides are meant to be a reference vs. the complete source of info.
- Rely heavily on animations, transitions, and music. *keep it simple*, or use other tools like polling software or virtual whiteboards!



This is a call out box. Copy/paste to any slide. You may need to change the size of the text / box to suite your needs. You can put an icon next to your call out box, or just have text. Icons can be found at end of presentation. In this presentation, this box will be used to talk about editing and technical notes





To choose a new template style for your slide, in the ribbon above, next to “new slide” hit the down arrow and choose the layout you wish to start with



You can also copy/paste a particular slide – all styles will be transferred over to the new slide.

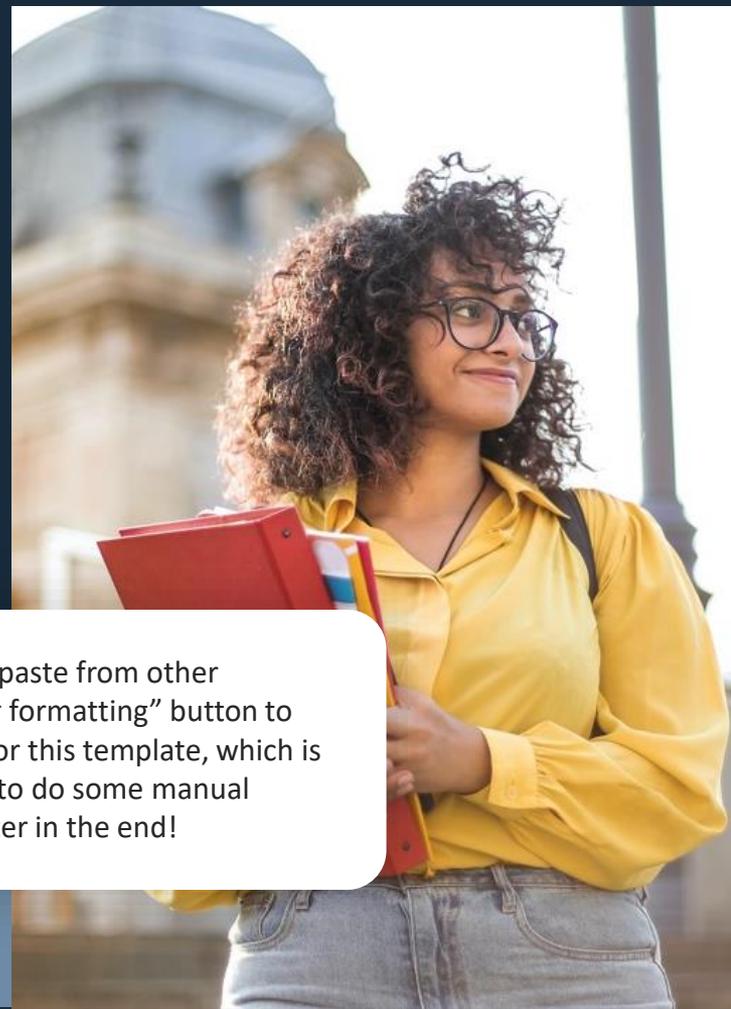
Please utilize these standards when designing your slides

Optional Subtitle – Calibri 9pt – “Dark Blue” at the bottom of the font color selection

Primary Header Montserrat Bold 24pt Black

- Primary Text
- Calibri
- No Smaller 12pt
- Black text color

Be careful when you copy and paste from other sources. You can use the “clear formatting” button to strip away to the default text for this template, which is recommended. You may need to do some manual formatting, but it will look better in the end!





If you add a photo and the placement is off, right click on the photo, click format picture, go to picture settings > crop, and change the “offset” to move it left or right without altering the size [keeping it in the frame] and picture position to alter.

> Picture Correction

> Picture Color

> Picture Transparency

▼ Crop

Picture position

Width 10" ▲ ▼

Height 6.68" ▲ ▼

Offset X 0" ▲ ▼

Offset Y 0" ▲ ▼

Crop position

Width 10" ▲ ▼

Height 2.74" ▲ ▼

Left 0.06" ▲ ▼

Top 2.86" ▲ ▼

Different formats

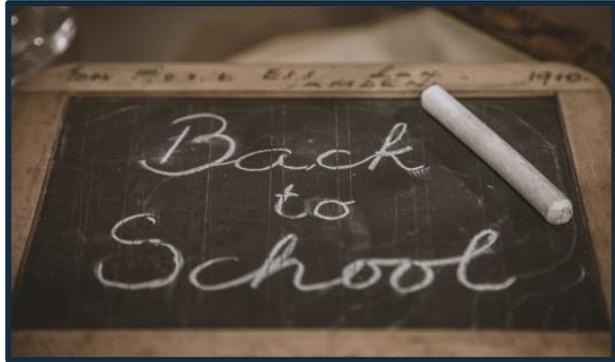
Spruce up Photos

If you want to give photos a little bit of a pop, click on the photo > picture format > picture border > add a border (below photo has 2.25 pt border with dark blue)



Beyond this presentation

Resources & Opportunities



It's always helpful to have a slide near the end of your presentation that references some additional resources (reading, webinars, etc.) and potential opportunities for the future to expand upon the topics presented.

Resources

- Lorem Ipsum is simply dummy text of the printing and type setting industry. dummy text of the printing
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Opportunities

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Communications

Branding & Presentation Guidance



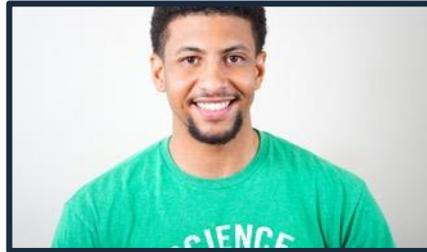
Johanna Gonzalez
Director



John Pierson
Coordinator



Janet Viera
Coordinator



Joesph Aguilera
Coordinator

Meet Our Team

Communications

Please ensure that you follow all Maine DOE brand guidelines when sharing presentations and projects.

Check out the [Employee Handbook](#)
Check out the [DOE Brand Guide](#)

Take a look

A Note About Images

As a department, to keep our communications consistent, please utilize images of real people (if possible, try to take photos and use those with proper permission).

Images should be real photographs and not cartoons/clipart



Some sites to use for royalty-free images:

- www.pexels.com
- www.pixabay.com
- www.unsplash.com



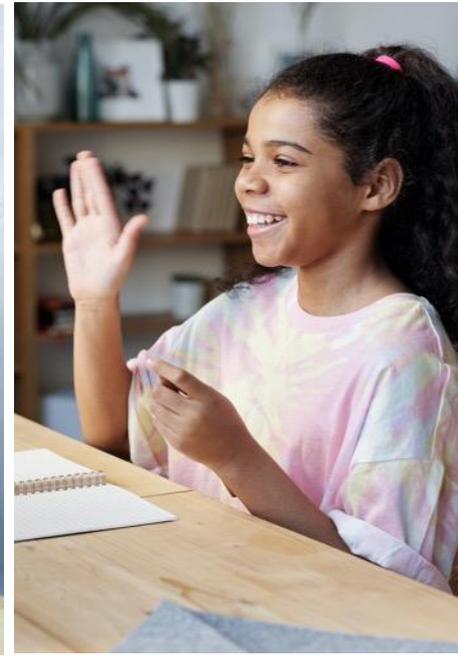
If you want to replace an image – simply click on it and hit delete. The picture placeholder will appear and you can insert or drag/drop your photo and adjust.



Maine Department of Education

Mission

Whether you are sharing open office hours, or engaging in professional development, taking a few moments to share the mission and the vision of the department with your audience will help create deeper connection to the Maine DOE!



To promote the best learning opportunities for all Maine students by:

- Focusing on a whole student approach.
- Encouraging innovation.
- Respecting educators.
- Providing information, guidance, professional learning, and support to schools and educators.
- Providing adequate and equitable school funding and resources.
- Inspiring trust in our schools.

Vision

- A vibrant and respected educator workforce that innovates, leads, and inspires.
- Learning environments that are safe and supportive for all.
- A pathway to success in school and in life for every student.
- Schools that are trusted centers of the community that foster meaningful civic participation and propel Maine's economy.
- Schools that foster the potential for all to lead purposeful lives.





About Us

Center the Department's Strategic Goals

When we are presenting any information, internally or externally, we want to make sure we are centering our department mission and vision. Ask yourself if your content reflects one or more of our strategic priorities

- Inspire **TRUST** in our organization, and in our public education system
- Develop, support, and sustain a robust **EDUCATOR WORKFORCE**
- Promote **EDUCATION, EXCELLENCE,** and **EQUITY** for all Maine learners
- Ensure **STUDENT** and **SCHOOL SAFETY, HEALTH,** and **WELLBEING**
- Support a **CULTURE OF INNOVATION** and **CONTINUOUS IMPROVEMENT**
- Build a healthy and collaborative work environment, strengthening the potential of the Maine DOE and its staff.



Framing Education

Consider the Whole Student Approach+

When presenting, try to center work around guiding principals such as the Whole Student Approach / Diversity, Equity, & Inclusion / Social Emotional Learning and more



[Learn More](#)

Break Time

A group of penguins in the water is called a raft but on land they're called a waddle!

Templates!

The rest of this slideshow are more templates you can use. Remember, you can select “new slide” and choose a layout to start from scratch, or copy/paste and edit one of the slides shared in this presentation

Suggestion: Include a break slide with a fun fact!

Traditional Slide

- Point A
- Point B
- Point C
- Point D
- Point E

Get In Touch

Contact Our Department

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Email

Staff@Maine.gov



Our Sites

Maine.gov/does

More Info





About Us

Center the Department's Strategic Goals



First Description

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Second Description

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Second Description

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Who Are We?

Sharing Our Message!

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Sharing the Message of Education



Title Text

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Title Text

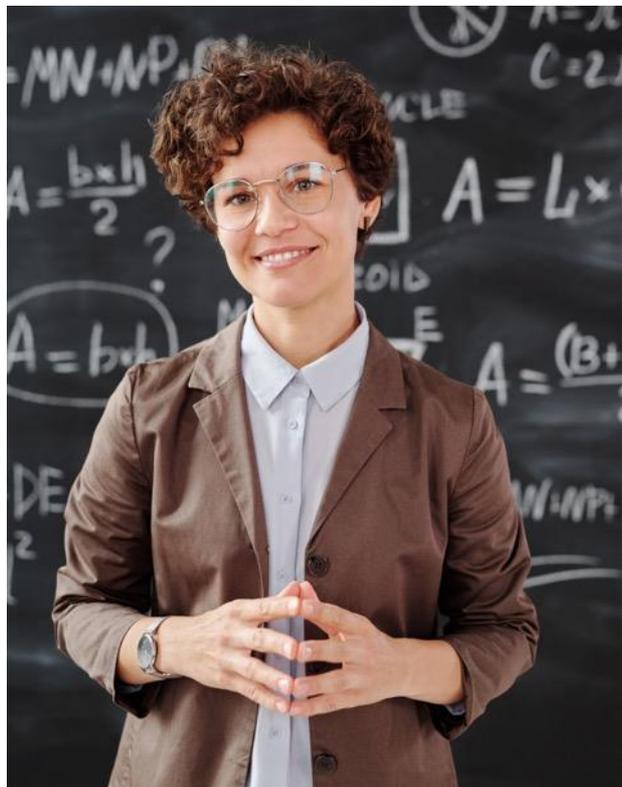
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Subtitle

A Big Title



- Lorem Ipsum is simply dummy text of the printing and typesetting industry.
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Subtitle

A larger title to work with

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Smaller Section

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Smaller Section

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Subtitle

A Larger Title to Work with

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A Statewide Effort

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Subtitle

Sharing Different Perspectives

✓ **Point 1**

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✓ **Point 2**

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✓ **Point 3**

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✓ **Point 4**

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Subtitle Text

Extra Templates

ABC

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ABC

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Subtitle Text

Title Text





