Instructions for Public Media Release

Community Eligibility Provision

Local educational agencies (LEA) are required to send a public media release (PMR) for free meals to the local media or post in a public place each school year, unless the school is (1) a boarding school, (2) a residential child care institution without day students, or (3) a school that includes food service fees in tuition and all students are provided the same meals per Title 7, *Code of Federal Regulations*, Section 245.5(a).

Near the beginning of each school year, LEAs must notify the public that F/RP meals are available. **LEAs must provide the PMR to the local news media, the local unemployment office, and any major employers who are contemplating large layoffs in the attendance area of the school.**

The LEA must sign, date, and send the PMR to the local media requesting that the release be published at no charge as a public service to the community. If your community does not have local media sources (i.e., newspaper, television, radio, podcast, etc.), post the PMR in several community areas (i.e., post office, community centers). You are not required to incur costs to have the PMR published and the local media is not required to publish it.

***Best practice:*** *email to 1) local newspaper, 2) local unemployment office, and 3) hang at the post office.*

**Make sure to keep a copy of the PMR and record the date when it was submitted, who it was sent to, and where the release was published/posted.**

***[Insert name of School(s)/District]***

**FOR IMMEDIATE RELEASE**

[Insert name of School/District] today announced an amendment to its policy for serving meals to students under the [*National School Lunch / School Breakfast Programs*] for the [insert 20XX– 20XX school year] school year. All students will be served lunch and breakfast at no charge at the following sites:

*[You may either list the name and address(es) of your school site(s) here, or insert a chart of sites]*

For additional information please contact: [Name of School/District contact], [Department/Division], [Address], [City, State ZIP], [Telephone Number], [E-mail Address].

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**Non-Discrimination Statement**

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877 - 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD - 3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 - 9992. Submit your completed form or letter 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;

1. fax: (202) 690 - 7442; or
2. email: program.intake@usda.gov.

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