

Michigan Department of Education  
Office of Health and Nutrition Services  
Summer Food Service Program



**SAMPLE PROGRAM ANNOUNCEMENT**  
(PUT ON YOUR OWN LETTERHEAD)

The **NAME OF SPONSOR** announces the sponsorship of the Summer Food Service Program for children. Free meals will be available to children 18 years of age and under or persons up to age 26 who are enrolled in an educational program for the mentally or physically disabled that is recognized by a State or local public educational agency. The meals will be provided without regard to race, color, national origin, age, sex, or disability, and there will be no discrimination during the meal service. Meals will be provided at the site(s) listed below:

**\* (Insert list of site names, addresses and meal service times here. MDE recommends using the Site Information Download from your SFSP MEGS+ application.)**

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**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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## **Program Announcement Instructions**

Annually, Sponsors need to announce the availability of Summer Food Service Program (SFSP) free meals. The type of announcement(s) each sponsor needs to use depends on the type of sponsor you are (camp or non-camp). For camp programs, the program announcement has been incorporated into the **mandatory** SFSP Application For Free Meals. Therefore, camps do not need to take any further action.

All other sponsors must use a program announcement. The sample program announcement provides the essential information that must be contained in a Program announcement. If possible, the media release should also indicate the location of sites and the meal type (e.g. breakfast, lunch, snack). This announcement must be completed USING YOUR LETTERHEAD and sent to the local news media serving the area from which the site draws its attendance (i.e., newspapers, radio or TV stations). It does not have to be printed or broadcast; you need only make it available to the news media.

### **Special Note Regarding Educational Programs for Migrant and Disabled Children**

In your media release, do not refer to yourself as an education program for migrant or disabled children. This media release is to announce the availability of SFSP meals to all children, not that a migrant or special education program for disabled children is offered by the sponsor. Use the name of the school that houses the education program for the summer in the media release. Include in the media release a statement that welcomes neighborhood children to participate in the SFSP.