

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.)**

USDA Non-Discrimination Statement

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: USDA Program Discrimination Complaint Form, 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.

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.