



Media Release for Non-Pricing Programs

Sponsoring Organization's Name _____

Street Address _____ City _____ Zip Code _____

Contact Person _____ Phone Number _____

Media Outlet(s) Contacted _____ Date _____

Prior to submitting to a media outlet, attach or complete the Income-Eligibility Guidelines chart below by inputting the guidelines for the current year, which are available on www.azed.gov/hns/cacfp/programforms/.

Note: Emergency shelters and at-risk only programs should omit references to income prior to sending to media outlets.

Please print the following, including the non-discrimination statement on the following page, as a free public service announcement.

Today, _____ announced its sponsorship of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program administered by the Arizona Department of Education, Health and Nutrition Services. Meals will be made available to enrolled participants at no separate charge without regard to race, color, national origin, sex, age, or disability. Household income determines the amount of money institutions will be reimbursed to provide meals to enrolled participants. The income-eligibility guidelines listed below are used to determine the amount of reimbursement.

Household Size	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced
1										
2										
3										
4										
5										
6										
7										
8										
Additional Members, Add:										

Meals will be provided at the site(s) listed below:

Site Name: _____

Site Address: _____

City, Zip: _____

Phone Number: _____

Site Name: _____

Site Address: _____

City, Zip: _____

Phone Number: _____

Multi-Site Sponsors: Complete one form and attach a list of names, addresses, and contact numbers for all operating sites.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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