

CHILD AND ADULT CARE FOOD PROGRAM

PUBLIC MEDIA RELEASE - FISCAL YEAR 2024

Child and Adult Care Food Program (CACFP) sponsors are required to send a public release announcing the availability of meals to a media outlet in the institution's service area. Sponsors are not required to incur an expense for the purpose of publication and will not be out of compliance of regulations if the media outlet decides not to publish the supplied media release.

This media release is to be used by all center-based institutions and must contain the information below. Institutions are to complete the form prior to sending the release to a local media outlet of choice. Sponsors must keep a copy of the release on file with the names of the media outlets who received it and submit the release to the state agency as part of its annual CACFP application.

Media Release sent to: _____ **Date:** _____

The _____ (agency name)
announces sponsorship of the USDA-funded CACFP. **List the name and address of the institution's participating sites:**

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: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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.

The following Income Eligibility Guidelines for free and reduced price meals are effective
July 1, 2023 through June 30, 2024

	FREE - 130%					REDUCED - 185%				
HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1	\$18,954	1,580	790	729	365	\$26,973	2,248	1,124	1,038	519
2	\$25,636	2,137	1,069	986	493	\$36,482	3,041	1,521	1,404	702
3	\$32,318	2,694	1,347	1,243	622	\$45,991	3,833	1,917	1,769	885
4	\$39,000	3,250	1,625	1,500	750	\$55,500	4,625	2,313	2,135	1,068
5	\$45,682	3,807	1,904	1,757	879	\$65,009	5,418	2,709	2,501	1,251
6	\$52,364	4,364	2,182	2,014	1,007	\$74,518	6,210	3,105	2,867	1,434
7	\$59,046	4,921	2,461	2,271	1,136	\$84,027	7,003	3,502	3,232	1,616
8	\$65,728	5,478	2,739	2,528	1,264	\$93,536	7,795	3,898	3,598	1,799
For each add'l family member add	\$6,682	557	279	257	129	\$9,509	793	397	366	183

Revised 8/2023