

**CHILD AND ADULT CARE FOOD PROGRAM**  
**Family Day Care Home**  
**PUBLIC MEDIA RELEASE – PROGRAM YEAR 2023-2024**

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 federal day care home (FDCH) 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.

## ***PUBLIC RELEASE***

The (agency name) Wright-Patterson Family Child care announces sponsorship of the U.S. Department of Agriculture funded Child and Adult Care Food Program. Meals are served at no separate charge to all eligible participants enrolled for care, and will be provided without regard to race, color, national origin, gender, age, or disability. The goal of the program is to improve the diets of young children and increase the opportunity for children to eat a variety of nutritious foods.

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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

Media Release sent to: Mary A Applegate – Marketing Director

Date: 19 October 2023