



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION Child  
Nutrition Services  
Old Capitol Building, PO BOX 47200  
Olympia, WA 98504-7200

WINS NUMBER

**Child and Adult Care Food Program**

**NONDISCRIMINATION AND MEDIA ASSURANCE**

CACFP regulations requires new institutions to issue a news release announcing sponsorship of the program.

*Attachment 6 – CACFP Sample Media Release* is provided for your convenience. The news release must be submitted to at least one local media source (newspaper, radio stations, etc.) for a possible free public announcement. If the media does not provide this free service, you are not required to pay for the announcement. Submitting the announcement fulfills the requirement.

Retain a copy of your submitted media release, including the date and whom it was sent to.

\_\_\_\_\_ assures the Office of Superintendent of Public Instruction (OSPI) that:  
Name of Institution

1. We will submit a public release to the information media serving the area from which the institution draws attendance announcing the availability of meals at no separate charge to participants in attendance. The release will contain the income guidelines for both free and reduced-price meals.
2. We will include a statement that the program is available to eligible participants without regard to race, color, national origin, sex, age, or disability on all publications, posters, and informational materials provided to the public using the most current statement provided by OSPI. The statement will also include the information on how to file a complaint for any person who believes that he or she has been discriminated against.
3. We will retain a copy of the public release sent to the information media in our permanent files, indicating names, addresses, and dates releases were mailed and send a copy to OSPI along with a copy of the cover letter sent to the media.

\_\_\_\_\_  
Signature of Designated Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title