

SFSP – Open Site Letter and Media Release Statement

Instructions:

1. The sponsor is required to send (once) the local media a statement announcing their planned summer meal service sites. The sponsor **is not** required to pay for this service or ensure the media publishes the information.
2. The cover letter is intended to identify the intent of the media release statement.
3. A copy of the completed letter and media release statement must be kept on file documenting this requirement.

Example of a completed cover letter:

June 13, 2017

Anytown Tribune
Public Service Announcement Editor
1234 Main Street
Anytown, WA 98000

Dear Editor:

Anytown Parks & Recreation would like to submit the following information under the “Community Service” section. We will be offering a free summer meal program for any child 18 and younger at Anytown Park and need your help increasing awareness of the Summer Food Service Program to the local community. It would be greatly appreciated if you could publish the attached Media Release Statement.

If you have questions or need more information, please feel free contact me at 123.456.7890.

Sincerely,

Sunny Smith

Sunny Smith
Anytown Parks & Recreation
4321 College Street
Anytown, WA, 98000

emailed on 6/13/17
to anytowntribune@yahoo.com

Dear _____ :

_____ would like to submit the following information under the "Community Service" section. We will be offering a free summer meal program for any child 18 and younger at _____ and need your help increasing awareness of the Summer Food Service Program to the local community. It would be greatly appreciated if you could publish the attached Media Release Statement.

If you have questions or need more information, please feel free contact me at _____ .

Sincerely,

Open Site Media Release Statement

The _____ announces the sponsorship of the Summer Food Service Program for children. Meals are available at no charge to children 18 years of age and younger.

Meals will be served at the following location(s):

Site Name and Address	Inclusive Dates <i>(e.g., 7/5 – 8/30)</i>	Meals/Times <i>(e.g., Breakfast/8-8:30)</i>	Contact and Phone Number

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD- 3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

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