



Washington Office of Superintendent of

PUBLIC INSTRUCTION

Summer Food Service Program

Free Meal Policy Statement & Media Release Assurance

Closed Enrolled Sites & Camps

The Office of Superintendent of Public Instruction issues a statewide media release annually informing residents in Washington state of the opportunity to participate in the Summer Food Service Program.

The Summer Food Service Program regulations require sponsors of closed sites to conduct outreach to eligible participants in their community announcing sponsorship of the program with their meal service information. Sponsors may choose to submit a media release to a local media source (newspaper, radio station, etc.) or choose other means of outreach such as social media. If the media outlet does not provide this service free of charge, you are not required to pay for the service. A [sample cover letter with closed site and camp media release statement](#) is provided for your convenience.

Submission of this form is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

_____ assures the Office of Superintendent of Public Instruction (OSPI) that:

Name of Sponsor

1. All children are served the same meals and that there is no discrimination in the course of the food service.
2. We will submit a statement to the media serving the area from which the site draws attendance announcing the availability of meals at no separate charge to children in attendance. The statement will contain the income guidelines for reduced-price meals.
3. At camps only: For children from households that do not qualify for free meals, based on submitted confidential income statements, we will collect payment for full priced meals in a manner that does not identify children receiving meals. The procedure we will use to collect payment is: _____
4. We will establish a hearing procedure for families wishing to appeal a denial of an application for free meals, meeting the requirements in 7 CFR 225.13.
5. If a family requests a hearing, the child(ren) will continue to receive free meals until a decision is rendered.
6. We will include a statement that the program is available to eligible children 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 nondiscrimination statement provided by OSPI. The statement will also include the information on how to file a complaint for any person who believes that they have been discriminated against.
7. We will retain a copy of the media release statement sent to the media in our permanent files, indicating names, addresses, and date release was mailed.

Signature of Designated Official

Date

Title