



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

**Summer Food Service Program**  
**Free Meal Policy Statement & Media Release Assurance**  
**Open Sites**

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.

Sponsors are strongly encouraged to conduct outreach within their own community announcing sponsorship of the program with their meal service information. A [sample cover letter with open site media release statement](#) is provided for your convenience on the SFSP website. This statement must be submitted to local media source (newspaper, radio station, etc.). If the media outlet does not provide this service free of charge, you are not required to pay for the service. Sponsors may choose other means of outreach such as social media posts, posting flyers at local businesses or distributing flyers in neighborhoods near meal sites.

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. All meals are served free of charge to all children.
3. 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.
4. We will include a statement that meals are available to 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.
5. We will retain a copy of the Media Release Statement sent to the media in our permanent files, indicating names, addresses, and date it was mailed.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title