*(Copy and Paste Sample Letter onto School District Letterhead)*

Sample Letter to Households in School Districts Participating in

**Provision 2: Base Year**

Dear Parent or Guardian:

We are pleased to inform you that for the [Insert School Year] school year, [Insert Name of School District Implementing Provision 2] will implement a new option available to schools participating in the [*Choose applicable program(s)*: School Breakfast Program, National School Lunch Program, School Breakfast and National School Lunch Programs] called Provision 2.

**What does this mean for you and your children?** This isgreat news for you and your children!

All enrolled students of:

[Insert Name of School(s) Implementing Provision 2]

are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the [Insert School Year] school year.

This year only, your household may still need to fill out a confidential meal application at this school, which will serve as information that the school will use for future school years. [Insert additional information if needed].

If your children attend other schools that are not participating in Provision 2, your household may still need to fill out a confidential meal application or pay for meals.

If you have questions or if we can be of any further assistance, please contact us at [Insert Contact Information].

Sincerely,

[Contact Person]

[Phone Number]

[Email Address]

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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](http://usda.gov/)

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