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

Sample Letter to Households in School Districts Participating in

**Provision 2: Non-Base Years**

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 be continuing with the 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 [*Choose applicable meal(s)* breakfast, lunch, breakfast and lunch] at school at **no charge** to your household each day of the [Insert School Year] school year. No further action is required of you. Your children will be able to participate in these meal programs without having to pay for meals or submit an application.

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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To file a program discrimination complaint, a Complainant should complete a [USDA Program Discrimination Complaint Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf)  which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 Complaint form or letter must be submitted to USDA by:

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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