**SAMPLE LETTER TO FAMILIES**

Summer Meals are available during the pandemic!

Dear [​ Name of School District or Organization] Families-​

Did you know that [​ Name of School District or Organization] is still serving meals during the​ summer? Free meals are available from [​ insert dates of summer service] “grab and go” style to​ all students ages 1-18, at the following sites:

 ● [Insert Site Name and Meal Times here]

You can also receive a meal by [​ Insert information on how to access bus route or home delivery if available].

To receive a summer meal through [​ Name of School District or Organization] please know:​

○ No application or income verification is required, just show up during the assigned meals times

 ○ Meals are available to ALL children 1-18 regardless of immigration status.

○ Your child does not have to attend that specific school or district to receive a meal from that site.

 ○ [List additional site specific information here such as:

○ If you are a parent or guardian, your child does not not need to be present for picking up the meal

○ Both breakfast and lunch are provided at the same time or meals for multiple days at a time are available]

To find additional sites, you can visit [​ School District or Organization website or summerfoodoregon.org/map], call 2-1-1, or text “FOOD” or “COMIDA” to ​ 304-304. For more food resources, please visit http://needfood.oregon.gov/

Have questions? Please contact [​ Insert contact information here].​

**Stay safe. Stay healthy. Stay fed.**

Sincerely,

[Name]

[Organization or School District]

[Relevant contact information]