

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 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 877-877. 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]