

**SAMPLE**

**North Carolina Department of Health and Human Services  
Division of Public Health  
Women's & Children's Health Section  
Nutrition Services Branch  
Special Nutrition Programs**

**CHILD AND ADULT CARE FOOD PROGRAM  
MEDIA RELEASE**

**Emergency Shelters, At-risk Afterschool Care Centers, and Sponsoring Organizations of Emergency Shelters, and Sponsoring Organizations of Day Care Homes**

**1. AGREEMENT NUMBER:** \_\_\_\_\_

The **2.** \_\_\_\_\_ announces

Name of Institution

their participation in the U.S. Department of Agriculture funded Child and Adult Care Food Program. Meals will be available at no separate charge to enrolled participants. Children who are TANF recipients or who are members of SNAP or FDPIR households or are Head Start participants, are automatically eligible to receive free meal benefits.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) To file a Civil Rights complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA Office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**For Institution Use Only**

**Sent To:** \_\_\_\_\_ **Media Outlets** \_\_\_\_\_ **Date** \_\_\_\_\_

**3.** \_\_\_\_\_ **4.** \_\_\_\_\_

\_\_\_\_\_

**Instructions on the Reverse Side**

**Routing:** Submit original to media outlet and one copy to State Agency. Retain one copy for your files.

## Instructions for Completing the Media Release for Institutions

- This media release should only be completed by the following institution types:
  - Emergency Shelters
  - At-risk Afterschool Care Centers
  - Sponsoring Organizations of Emergency Shelters
  - Sponsoring Organizations of Day Care Homes
- All institution types are required to submit a media release for FY 2013-2014. The State Agency will NOT issue a state wide media release for FY 2013-2014.

**1. Agreement Number:** Provide the 4 digit agreement number for the institution.

**2. Institution Name:** Provide the name of the institution.

**3. Media Outlets:** Provide the name of at least one media outlet to which this release was sent.

**4. Date:** Provide the date the complete media release was sent to the media outlet.