



OFFICE OF
SCHOOL AND COMMUNITY
NUTRITION PROGRAMS
VIRGINIA DEPARTMENT OF EDUCATION

Letter to Households

School Divisions Participating Division wide in the Community Eligibility Provision for School Year 2024-2025



Date: August 1, 2024

Dear Parent or Guardian:

We are pleased to let you know that all schools in Caroline County Public Schools will be implementing the Community Eligibility Provision (CEP) for school year 2024-2025. CEP allows eligible schools participating in the USDA National School Lunch Program and School Breakfast Program to provide meals at no cost to all students without meal applications.

What does this mean for you and your student(s) attending the school(s) identified above?

Great news! All students attending any school in Caroline County Public Schools are eligible to receive a nutritious breakfast and lunch at school at **no charge** to your household each school day. **You do not have to take any action.** The student(s) in your household who attend a participating CEP school will receive a complete breakfast and lunch meal at no cost without you paying a fee or submitting a meal application.

If you have questions or need help, please contact us at 804-633-6732, option 1.

Sincerely,

Ellen Stephens

Program Coordinator

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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 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

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