



Please reproduce and complete the public media release below on organizational letterhead.

Non-Pricing Child and Adult Day Care Centers

(Organization's Name) Willow Tree Academy announces the sponsorship of the **Child and Adult Care Food Program (CACFP)**. The same meals will be available at no separate charge to all participants at each CACFP facility without regard to race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail:

U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410
 fax: (202) 690-7442 or Email: program.intake@usda.gov.

The center will receive free or reduced price meals reimbursement based on the following income eligibility guidelines effective from July 1, 2019 to June 30, 2020:

Household Size	Free Meals					Reduced Price Meals				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	16,237	1,354	677	625	313	23,107	1,926	963	889	445
2	21,983	1,832	916	846	423	31,284	2,607	1,304	1,204	602
3	27,729	2,311	1,156	1,067	534	39,461	3,289	1,645	1,518	759
4	33,475	2,790	1,395	1,288	644	47,638	3,970	1,985	1,833	917
5	39,221	3,269	1,635	1,509	755	55,815	4,652	2,326	2,147	1,074
6	44,967	3,748	1,874	1,730	865	63,992	5,333	2,667	2,462	1,231
7	50,713	4,227	2,114	1,951	976	72,169	6,015	3,008	2,776	1,388
8	56,459	4,705	2,353	2,172	1,086	80,346	6,696	3,348	3,091	1,546
Each add'l family member:	5,746	479	240	221	111	8,177	682	341	315	158

Meals will be provided at this center: (Insert Center's Name and Address) 2359 Jefferson Highway
Waynesboro, VA 22980
 For center information, please contact: (Insert Contact Name and Telephone #) Jennifer Littley (540) 943-5996
 For additional CACFP information, please contact the State Agency at the Virginia Department of Health, Division of Community Nutrition, by phone: 1-877-618-7282 or email: CACFP@vdh.virginia.gov.

For releases submitted to the State agency, please include the list of news media outlets where the public release will be sent:



SAMPLE PUBLIC MEDIA RELEASE

INSTRUCTIONS:

All sponsoring organizations and independent centers participating in the Child and Adult Care Food Program (CACFP) must provide the media information serving their area with a public release annually.

Sponsoring organizations and independent centers are not required to pay for publication, but are required to make the release available to the public information media.

Please submit the release to the public information media after receiving application approval from the State agency.

- The release issued by child care centers must announce that children who are TANF recipients, SNAP or FDPIR households, or are Head Start participants are automatically eligible to receive free meal benefits. The release must also announce that a foster child or a child who is a member of a household receiving SNAP, FDPIR, or TANF assistance, or a Head Start participant is automatically eligible to receive free meal benefits.
- The release issued by emergency shelters and other centers must announce the availability of meals at no separate charge. An exception has been made for emergency shelters with protected addresses, as they are not required to issue a public release [CACFP Policy *Participation of Emergency Shelters in the Child and Adult Care Food Program - Question and Answer, #9*, March 14, 2000].