

Henrico County Public Schools
School Nutrition Services
3751A Nine Mile Road
Richmond, VA 23223

To the Parent or Guardian of:
Shayla D Cain
263 E Jerald St
Highland Springs, VA 23075

Community Eligibility Provision for This School Year at Fairfield Middle

14510074486
Shayla D Cain
263 E Jerald St
Highland Springs, VA 23075

We are pleased to inform you that your student (as named above) will be able to participate in a new option called the Community Eligibility Provision (CEP). This option is available to schools participating in the National School Lunch and School Breakfast Programs.

What does this mean for you and your student identified above?

Great news for you and your student! The student named in this letter is eligible to receive a free healthy breakfast and lunch each day of the 2022-2023 school year. No further action is required of you. Your child(ren) will be able to participate in this meal program without having to pay a fee or submit a meal application.

If your child(ren) transfer(s) from a CEP to a non-CEP school within Henrico County, and the student is not eligible for free meals by direct certification, a household income application for free or reduced price meal benefits must be completed and submitted within 10 days of enrollment in the new school. An eligibility determination will be made and the parent will be notified.

If you have questions or need information, please contact us at: (804) 226-5555

School Nutrition Services

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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