 **SAMPLE / TEMPLATE FORM**

Dear: [Partner organization/Community leader name]

You can be a champion for summer meals! During the school year, 21 million children receive free and reduced-price meals through the School Breakfast and National School Lunch Programs (NSLP). But when school is out, many low-income children relying on these school meals go hungry. To fill this gap, the U.S. Department of Agriculture (USDA) provides federally funded meals through the summer meals programs, including the Summer Food Service Program (SFSP) and the NSLP Seamless Summer Option. These programs provide free, nutritious summer meals to children at approved sites in areas with high concentrations of low-income children.

[Your organization’s name] provides free meals to children and is approved by South Dakota Department of Education to operate this summer. Meals will be served at [insert location] on [insert days] at [insert times]. There are no income requirements, and any child under 18 may come and eat.

Local leaders play a critical role because they are trusted sources of information and possess a clear understanding of the specific needs of the communities. We would like to invite [partner organization/community leader name] to support our summer food site by empowering the community organizations to champion summer meals! Let these groups know that Federal funds are available to support our efforts. Highlight our efforts in local media and newsletters or other publications, thereby gaining free press for summer meals and ensuring more families know summer meals are available for their children. [Add one or two sentences about what needs your site has and how the children would directly benefit from the group’s help if you wish.]

The USDA, Food and Nutrition Service have many resources to assist States and sponsors in administering USDA Summer meal programs. Some current resources include the following: <http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp> or <http://www.fns.usda.gov/school-meals/opportunity-schools> for schools providing the Seamless Summer program.

Thank you in advance for your support. Please let us know if you have any questions.

Sincerely,

[Your name]

[Your organization’s name]

The U.S. Department of Agriculture 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 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 bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at 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 to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.