Insert Logo or Place on Letterhead

{Insert month} {insert date}, 2020

Dear {insert school name} parent,

As we begin a new school year, our students' well-being and success remains the top priority at {insert school district or charter name}. Our commitment includes ensuring your child can access nutritious food at school and other points in our community.

Starting {insert date}, {insert school district or charter name} is operating the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Through NSLP and SBP, no cost meals are available for all enrolled students at our school. **[Optional]** In addition to NSLP and SBP, we are also operating an afterschool program, where participating students will receive a nutritious meal.

Include the following meal service information:

- Meal service methods available
    - For in-person students and for remote students
- Meal service location(s)
- Day(s) and time(s) of meal service
- Who is eligible to receive a meal
- Who is allowed to pick up a meal
- What to bring to receive a meal or pick up for someone else
- Where to find more information about school meals (contact person, phone number, email, and school/school district website)

In addition to school meals, you and your family may be able to access food through community organizations operating other federal programs such as the Supplemental Nutrition Assistance Program (SNAP) or Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). These programs can provide important support during the COVID-19 public health emergency.

For information on school meal programs and other food assistance programs available in Texas, please see the attached **Food Programs for Healthy Families** information sheet. To determine income eligibility for food programs, visit https://squaremeals.org/PublicResources/WhatProgramsAmIEligibleFor.aspx

Sincerely,

{Insert name and signature}