

Instructions for Public Media Release

CA Universal Meals

Local educational agencies (LEA) are required to send a public media release (PMR) for free meals to the local media or post in a public place each school year, unless the school is (1) a boarding school, (2) a residential child care institution without day students, or (3) a school that includes food service fees in tuition and all students are provided the same meals per Title 7, *Code of Federal Regulations*, Section 245.5(a).

Near the beginning of each school year, LEAs must notify the public that F/RP meals are available. **LEAs must provide the PMR to the local news media, the local unemployment office, and any major employers who are contemplating large layoffs in the attendance area of the school.**

Instructions

Sign, date, and then send via email to **all** of the following places:

- Local Newspaper (do not pay to publish)
- Local Unemployment Office
- Any major employers who are contemplating large layoffs in the attendance area of the school

You are required to send the media release to all of these places, but you are under **no** obligation to pay to publish the media release. Simply keep a copy of what you sent, when you sent it, and who it was sent to in your digital files.

Date sent: _____

Sent to: _____

Sent by: _____

Lakeside Union School District
FOR IMMEDIATE RELEASE

Lakeside Union School District in Lakeside, California today announced that it will be serving healthy meals to students under the National School Lunch and School Breakfast Programs for the 2023-24 school year. All students will be served a healthy lunch and breakfast at no charge under the California Universal Meals Program at the following sites:

- Lakeside Farms Elementary
- Lakeview Elementary
- Lemon Crest Elementary
- Lindo Park Elementary
- Riverview Elementary
- Winter Gardens Elementary
- Tierra del Sol Middle School
- Lakeside Middle School

For additional information, please contact:

The Child Nutrition Department * Kristie, Jen or Nicole
ksummers@lsusd.net jchandler@lsusd.net ngenet@lsusd.net
619-390-2630 Office Phone
12335 Woodside Avenue Lakeside California 92040

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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 program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and 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:

(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: 202-690-7442

(3) E-mail: program.intake@usda.gov

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