*Print on district letterhead*

[Date]

Dear [District Name] Families,

[District Name] participates in the United States Department of Agriculture (USDA) Child Nutrition Programs. This means that our meals must include certain food groups and meet nutritional standards.

Included in the impacts of the COVID-19 pandemic are nationwide supply chain and product availability shortages. Disruptions are due to a lack of availability of raw ingredients and labor to produce, unload, and transfer food products. Some food and/or beverage products normally provided to students may not be available or arrive as scheduled. Due to unforeseen circumstances, last-minute menu changes and product substitutions may occur. Be assured meals will remain balanced, healthy, and plentiful. We ask for patience and understanding as we do our best to meet the needs of your children.

Our breakfast and lunch menus are attached to this [letter or email]. Menus and nutritional information are always posted on our district website [Link].

Please contact me with any questions at [Phone Number] or email me at [Email Address].

Sincerely,

[Your Name]

[Your Title]

[District Name]

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, audiotape, 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
[program.intake@usda.gov](http://mailto:program.intake@usda.gov/)

This institution is an equal opportunity provider.