**Customizable Letter to Families**

**Announcing Free Meals for All Children 18 & Under**



**About this Resource**

**With the switch from NSLP to SFSP/SSO back to NSLP and back to SFSP/SSO again, it’s likely that families are at least a little confused about what’s going on with school meals!**

This template letter was created to help you notify families about the most recent change, given the latest waiver extensions and options announced by USDA. It can be easily customized to help you spread the word ASAP. See the next page for the customizable letter. Instructions:

* Step 1: Replace the No Kid Hungry logo (right click on it to edit header) with your school or district logo.
* Step 2: Replace any text highlighted in blue with personalized information about your school or district. Additionally, you can add details where you see fit or remove any content that is not relevant to your school or district. There is also a prompt in yellow to guide you; be sure to delete that before you share the letter.
* Step 3: Delete this page.
* Step 4: Send the letter home to families! You can include print copies in bagged or boxed meals during distribution. Given that so much is happening at a safe social distance, we encourage you to post an electronic version of this letter on your school or district website and social media channels (if applicable) to further spread the word.



Dear Families,

**We have great news about school meals!** School or District Name is excited to announce that we have been approved to offer **››** **FREE MEALS TO ALL CHILDREN (18 YEARS & YOUNGER) ‹‹**

**Who can get free meals?**

Any student, whether they are doing in-person learning at school or virtual/remote learning at home, can get free meals. *Adjust this language to be reflective of your school or district’s current learning model i.e. 100% virtual/remote, hybrid or 100% in-person*. Free meals are also available to children 18 years & younger who are not enrolled in our school/district. This includes younger children who are not in school yet, children enrolled in other districts and children who are homeschooled.

**When does this start?**

Free meals are available now or starting on date.

**Where are the free meals available?**

Include information here about pick-up or drop-off times and locations. Be sure to mention any special instructions (i.e. pre-order requirements). It would be best to also link to the school or district website for additional details about current meal service. Children do not have to be present for meal pick-up.

**What is being served?**

Note here what families can expect to receive i.e. 5 breakfasts and 5 lunches for the week. Include a link to the menu on the school or district website. If you have photos, you may want to include those as well.

**Why have things kept changing?**

Our program has to follow certain rules set at the national level by the United States Department of Agriculture (USDA). We have made changes based on what is allowed by the USDA.

**How can I learn more?**

If you have questions, please contact the Student Nutrition Services department at XXX-XXX-XXXX or email.

Sincerely,

Name