



August 1, 2024

Dear Parent or Guardian:

We are pleased to inform you that Norfolk Public Schools will continue utilizing the Community Eligibility Provision (CEP) for school year 2024-2025. This option is implemented division-wide, in every school.

What does this mean for you and your children?

It's great news! All enrolled students attending a Norfolk Public School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each instructional day of the 2024-2025 academic school year.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If you have questions or need help, please contact the Office of School Nutrition by emailing schoolnutrition@nps.k12.va.us or by calling (757) 628-2760.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa M. Winter', with a long horizontal line extending to the right.

Lisa M. Winter, SNS
Senior Director of School Nutrition

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

This institution is an equal opportunity provider.