



August 18, 2022

Dear Parent or Guardian:

We are pleased to inform you that for the 2022-2023 academic school year, Norfolk Public Schools is implementing the Community Eligibility Provision (CEP). The option is available to schools participating in the National School Lunch and School Breakfast Programs that meet eligibility requirements. NPS will be able to cover every school in the division under the option.

**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, **free of charge**, at school each instructional day of this coming 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](mailto:schoolnutrition@nps.k12.va.us), or by calling (757) 628-2760.

Sincerely,

Lisa M. Winter, SNS  
Senior Director of School Nutrition

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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](mailto:program.intake@usda.gov)

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