



Free and Reduced-Price Policy Statement Non-Pricing Program for CACFP

Introduction

In accordance with 7 CFR 226.23, each sponsoring organization participating in the Child and Adult Care Food Program (CACFP) must develop a written policy statement concerning free and reduced-price meals to be used in all child/adult care facilities under its jurisdiction. Sponsors just beginning participation in the CACFP must submit their policy statement to ADE for review as part of the new sponsor application process. The policy statement becomes a permanent document but must be amended when the sponsor makes a substantive change to its free and reduced-price policy.

Policy Statement

Sponsor Name: _____

This statement applies to the programs in which the sponsor will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of participant's eligibility for free and reduced-price benefits, _____ wishes to state the following:

1. _____ assures the Arizona Department of Education (ADE), Health and Nutrition Services that all participants at the sites described on the ADE application forms are served the same meals at no separate charge regardless of sex, race, color, age, disability, or national origin, and there is no discrimination in the course of the food service.
2. _____ will submit a public release to a local information media source serving the area from which the child/adult care institution draws attendance announcing the availability of meals at no separate charge to participants in attendance. In addition, the income eligibility guidelines will be included in the public media release (guidelines not necessary for emergency shelters or at-risk afterschool programs).

Print or Type Name and Title

Signature

Sponsor Name

Date

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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