

**Sample Public Releases
Child and Adult Care Food Program
Fiscal Year 2015-16**

For a center or sponsor of centers that is participating in the Child and Adult Care Food Program (CACFP) for the first time.

INSTRUCTIONS: Child care center and adult day care center organizations participating in the CACFP for the first time are required to send a public release to local media.

Your organization is required to send the public release to local media but you are not required to incur costs to make sure that the release is published. You can request that the release be published at no charge as a public service to the community, however the local media is not required to do that. (After your organization's first year of CACFP participation, the requirement to issue an annual public release will be covered by the statewide public release sent from the Minnesota Department of Education annually to media outlets.)

There are three versions of the CACFP public release attached, for:

1. Child care center with no separate meal charges.
2. Child care center with separate meal charges.
3. Adult day care center with no separate meal charges (if your adult day care center has separate charges for meals, contact the Minnesota Department of Education – Food and Nutrition Service for a different public release).

Select the correct version from the attached public releases, insert the required information about your organization, and reproduce on your letterhead. Date, sign, and send the public release to your local media.

Email, fax, or mail a copy of your public release with your CACFP application to Food and Nutrition Service.

Email to: mde.fns@state.mn.us

Fax to: 651-582-8501

Mail to: Minnesota Department of Education
Food and Nutrition Service
1500 Highway 36 West
Roseville, MN 55113-4266

Be sure the public release is dated and states the name of the media outlet to which it was sent. Keep a copy in your files.

This public release may be used by a **Child Care Center** with **no separate meal charges**.

For Immediate Release

_____ today announced its participation in the Child and Adult Care Food Program. Meals will be available at no separate charge to enrolled children at the following sites:

Site Name	Address	Hour of Operation

The goal of the program is to improve the diets of young children and increase the opportunity for children to eat a variety of nutritious foods. Meals meet nutrition standards established by the United States Department of Agriculture.

Meals are available to all participants without regard to race, color, national origin, sex, age, or disability.

For more information, contact:

This public release may be used by a **child care center** that has **separate meal charges**.

For Immediate Release

_____ today announced its participation in the Child and Adult Care Food Program. The goal of the program is to improve the diets of young children and increase the opportunity for children to eat a variety of nutritious foods. Meals meet nutritional standards established by the United States Department of Agriculture.

Meals will be available at the following sites:

Site Name	Address	Hour of Operation

Free or reduced-price meals are available to enrolled children from households with incomes less than or equal to the income guidelines shown below. These income guidelines are effective July 1, 2015, through June 30, 2016.

Head Start participants and children who receive benefits from the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP), or Food Distribution Program on Indian Reservations are automatically eligible for free meals by completing an application that includes their assistance number from one of those programs.

Family Size	Free Meals – Maximum Yearly Income	Reduced-Price Meals – Maximum Yearly Income
1	15,301	21,775
2	20,709	29,471
3	26,177	37,167
4	31,525	44,863
5	36,933	52,559
6	42,341	60,255
7	47,749	67,951
8	53,157	75,647
Add for each additional person	5,408	7,696

Meals are available to all children without regard to race, color, national origin, sex, age, or disability.

For more information, contact:

This public release may be used by an **adult day care center** with **no separate meal charges**.

For Immediate Release

_____ today announced its participation in the Child and Adult Care Food Program. Meals will be available at no separate charge to enrolled adult participants at the following sites:

Site Name	Address	Hour of Operation

This program provides financial assistance for nutritious meals provided by adult day centers. Meals meet nutritional standards established by the United States Department of Agriculture.

Meals are available to all participants without regard to race, color, national origin, sex, age, or disability.

For further information, contact: