SAMPLE LETTER TO FAMILIES IN CEP SCHOOLS

School and/or District Letter Head

[District Name]

[Date]

**Dear Parents and Guardians:**

We are pleased to announce that [District and/or School Name] will be participating in the federal program Community Eligibility Provision (CEP) available to select schools as a part of the National School Lunch Program and School Breakfast Program.

**What does this mean for my student(s) who attend [District and/or School Name]?** In a CEP school, all students receive a nutritious breakfast and lunch at no cost, regardless of family income.

**Why is [district or school] requesting financial information?** The information you provide by returning the Family Income Survey impacts the funding that each school receives from the state government. The Family Income Survey is used to capture information and ensure the [district/school] receives all of the funding it is entitled to for state educational programs.

**How will this information be protected?** In keeping with current practices, provide description here.

**What do I need to do?** Please complete the attached form and return it to [school]. Your assistance in helping us maintain our current funding levels is greatly appreciated.

If you have any questions, please contact [contact person] at [phone number].

Sincerely,

Principal or Superintendent