

# Sample Notification Letter to Grassroots and Minority Organizations

The following is a sample letter that should be sent to grassroots and/or minority organizations in your community. Examples include: parent or neighborhood councils, advocacy groups, community action, civic organizations, migrant groups, religious organizations and other similar organizations.

## SAMPLE NOTIFICATION LETTER TO GRASSROOTS AND MINORITY ORGANIZATIONS

(DATE)

(NAME AND ADDRESS)

Dear Madam/Sir

This is to notify your organization that (name of sponsoring organization) will conduct a Summer Food Service Program during the summer. The address(es) and date(s) of operation:

(Name[s] and Address[es])

(Date[s] of Operation)

The Summer Food Service Program is available to all eligible children. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.aspc.usda.gov/complaint\\_filing\\_cust.html](http://www.aspc.usda.gov/complaint_filing_cust.html), 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: mail—U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax—(202) 690-7442; or email—[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

If you are interested in further information regarding this program, please contact (staff member) at (phone number).

Sincerely,

(Authorized Sponsor Representative)