



Burr & Burton  
Academy

Dear Parent/Guardian:

We are pleased to inform you that Burr and Burton Academy will be implementing a new program available to schools participating in the National School Lunch and School Breakfast Programs called the **Community Eligibility Provision (CEP)**.

**What does this mean for you and your children attending the school(s) identified below?**

Great news! All enrolled students of Burr and Burton Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. \*

\* The district will still be requesting Household Income Forms from households with a student participating in the CEP; however, receipt of free breakfast and lunch meals does not depend on returning it. Completing the application is still necessary for other programs like AP Exam fee reduction, SAT and ACT fee waivers, technology use fee waivers and may be used to determine if your household is eligible for these additional benefits.

If you have any questions, please contact Diane Waite at [dwaite@burrburton.org](mailto:dwaite@burrburton.org)

Sincerely,

Diane Waite

Business Officer

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, disability, age, 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.



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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/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  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.