



Chandler Park Academy School District

20254 Kelly Road Harper Woods, MI 48225

Dear Parent or Guardian:

We are pleased to inform you that Chandler Park Academy District will continue participating in the National School Lunch and School Breakfast option called the Community Eligibility Program (CEP) for School Year 2018-2019.

The **GREAT NEWS** is that **ALL** students enrolled at our school are eligible to receive a **healthy breakfast and lunch at school at NO CHARGE** to your household each day of the 2018-2019 school year.

We are asking that you **fill out and sign the enclosed Household Information Survey**, which is needed for administrative purposes, not to determine eligibility. This survey allows our school to benefit from various State and Federal supplemental programs.

We are asking that you please complete and return it to your son's or daughter's school during orientation or to the school office.

All information on the survey submitted is confidential. Without your assistance, the school cannot maximize utilization of available State and Federal funds.

If we can be of any further assistance, please contact Ms. Covington, Food Service Director at 313.499.3010.

Sincerely,

Chandler Park Academy District

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) 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 responsible State or local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or 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.

This institution is an equal opportunity provider.

It is the policy of Chandler Park Academy that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the District Compliance Officer, Ms. D. Covington, 20254 Kelly Road, Harper Woods, MI 48225 or call (313) 499-3010.

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