



Anchorage School District

Student Nutrition Department

1307 Labar Street • Anchorage, AK 99515 • 907-348-5142 • www.asdk12.org/nutrition

July 1, 2023

Dear Parent or Guardian,

We are pleased to inform you that Lake Otis Elementary will be participating in the Community Eligibility Provision (C.E.P.) program for the 2023-2024 School Year. What does this mean for you and your children attending the school(s) identified above? Great news for you and your students! All enrolled students of Lake Otis Elementary are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2023-2024 school year. No further action is required of you.

Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. If we can be of further assistance, please contact us at snadmin@asdk12.org or (907) 348-5142.

Sincerely,

Marci McGill
Senior Director, Student Nutrition

USDA Nondiscrimination Statement

In accordance with federal civil rights 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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), 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. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** (1) U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) **fax:** (833) 256-1665 or (202) 690-7442; (3) **email:** program.intake@usda.gov This institution is an equal opportunity provider.

Educating All Students for Success in Life

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