

COMMUNITY ELIGIBILITY PROVISION

SAMPLE LETTER – CEP WORK GROUP

Dear [NAME],

I am writing to invite you to participate in an exciting, new partnership to help end childhood hunger in [CITY/STATE]. This partnership, the [CITY/STATE] CEP Work Group, will support the expansion of the Community Eligibility Provision (CEP) to eligible districts and schools in [CITY/STATE].

CEP, a key provision of The Healthy, Hunger Free Kids Act of 2010, allows the nation’s highest poverty districts and schools to serve all students free meals without the burden of collecting household applications. This alternative saves districts and schools time and money by streamlining paperwork and administrative requirements. CEP gives food service professionals more time to focus on preparing nutritious meals their students will enjoy, and gives students more time to eat those meals by cutting down on time spent in the lunch line. Because all students receive meals at no charge, individual children at CEP schools no longer have to worry about the stigma associated with free or reduced price status. And most importantly, by offering all students a nutritious breakfast and lunch at no cost, CEP helps boost participation, helping schools ensure more students come to class well-nourished and ready to learn. For more information, visit: <http://www.fns.usda.gov/school-meals/community-eligibility-provision>.

Here in [CITY/STATE], we should take advantage of all CEP has to offer by spreading the word to the districts and schools that stand to benefit most from the provision. By joining our CEP Work Group, you can help us identify which districts and schools have not adopted CEP. Once these districts and schools have been identified, we will reach out to key decision makers, such as principals, school board members, and school superintendents, encouraging them to adopt CEP in SY [20XX-20XX].

Our first CEP Work Group meeting will be held at [TIME] on [DATE] at [LOCATION]. [In this sentence, describe why it is important for this individual to join the work group]. Please contact [NAME] at [PHONE/EMAIL] with any questions.

Sincerely,

[NAME]

[TITLE]

TITLE