



Dear Parent or Guardian:

We are pleased to inform you that Columbia Heights Public Schools will be implementing the Community Eligibility Provision (CEP) at **all** Columbia Heights Public Schools sites and will begin in School Year 2023/2024.

What does this mean for me and my students who attend the school(s) identified above? – All students enrolled in a CEP school 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.

Do I still need to complete an Application for Educational Benefits form? – **YES**. Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. We use the Alternate Application for Educational Benefits to collect household information, which is attached for your convenience. The application also helps our Columbia Heights Public Schools qualify for education funds and discounts.

Completed applications can be submitted by mailing or dropping the form off to:

Columbia Heights Public Schools
ATTN: Food Service
1440 49th Ave NE, Columbia Heights, MN 55421

Before returning please review that the application is fully completed, especially a signature by the adult completing the application. Incomplete applications will delay the processing.

If you have any questions, please contact Pam Haupt at 763-528-4527 or Skylar Hatch at 763-528-4520.

Sincerely,

Pam Haupt
Food Service Coordinator

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, audiotope, 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.



COLUMBIA HEIGHTS PUBLIC SCHOOLS

1440 49th Ave. NE • Columbia Heights, MN 55421

PHONE 763.528.4500 • FAX 763.571.9202

colheights.k12.mn.us

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/ad-3027.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:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.