



100 Main Street, P.O. Box 360
Menasha, WI 54952

Ph: (920) 967-1400
Fax: (920)-751-5038
www.mjsd.k12.wi.us

Dear Parent or Guardian:

We are pleased to inform you that **Menasha Joint School District** will be implementing the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for School Year **2023-2024**.

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

Great news! All enrolled students of **Banta Bilingual Elementary, Butte des Morts Elementary, Clovis Grove Elementary, Gegan Elementary, Jefferson Elementary, Maplewood Middle School, and Menasha High School** 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 applications from all households; however, receipt of free breakfast and lunch meals does not depend on returning it. Completing the application is still necessary for other programs like **reduced school fees and the Neenah/Menasha Back to School Fair and may be used to determine if your household is eligible for these additional benefits.*

You can complete the application and sharing form online in your Parent Portal or you can complete and return the enclosed forms to you child's school.

If we can be of any further assistance, please contact:

Brooke Mader
MaderB@mjsd.k12.wi.us
(920) 967-1408



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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:

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

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