



School District of Mellen

420 South Main Street

P.O. Box 500

Mellen, WI 54546

Phone: (715) 274-3601 Fax: (715) 274-3715

Dear Parent or Guardian:

We are pleased to inform you that the Mellen School District will be implementing the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for the **2026-27** school year.

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

Great news! All enrolled students of the Mellen School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to their 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 households with a student participating in the CEP; however, receipt of free breakfast and lunch meals does not depend on returning them. Completing the application is still necessary for other programs.*

If we can be of any further assistance, please contact us at skopka@mellendiggers.org or call 715-274-3601.

Sincerely,

Sheri Kopka

Superintendent
Mellen School District

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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:

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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