

# SCHOOL DISTRICT OF HORICON

Home of the Marshmen

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Dear Parent or Guardian:

We are pleased to inform you that **The School District of Horicon** will be implementing the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for School Year **2024-25**.

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

Great news! All enrolled students of **Horicon Elementary, Middle and 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. CEP District Wide Eligibility will be determined on a year-to-year basis if it is feasible to maintain.

*\*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 it. Completing the application is still necessary for other programs like District Federal Program Funding, 4K-5K Free Milk Break, PBET, Summer PBET, and may be used to determine if your household is eligible for these additional benefits.*

If we can be of any further assistance, please contact Kim Waech, Nutrition Director at (920)485-2898 or [Kwaech@horicon.k12.wi.us](mailto:Kwaech@horicon.k12.wi.us).

Sincerely,

Richard Appel, District Administrator

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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](mailto:program.intake@usda.gov)

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