

SAMPLE NOTIFICATION LETTER TO GRASSROOTS ORGANIZATIONS

Instructions: Civil Rights Requirement- Enter the correct information found in parenthesis and in the chart below. Provide this information to grassroots organizations that interact directly with individuals who may benefit from your services. Grassroots organizations include advocacy organizations, community action programs, civic organizations, migrant groups, religious organizations, neighborhood councils, or other similar groups. This information can be communicated by Internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, or bulletins.

(Date)

(Grassroots Organization Name)

(Organization's Address)

(City, State, Zip Code)

Dear Sir or Madam:

This is to notify your organization that Nashua Adult Learning Center, Inc. of 4 Lake Street, Nashua, NH 03060 (Name of CACFP Institution and Complete Address)

Plans to participate in the Child and Adult Care Food Program (CACFP). CACFP is a Federal program that provides monetary reimbursement to facilities so they can offer healthier meals and snacks to children. CACFP plays a vital role in providing for the nutritional needs of children.

We plan to offer CACFP beginning 10/1/17 from 6:30 a.m. in a:
(Anticipated Begin Date) (Time Open – Time Close)

- Licensed child care center, Head Start, or Pre-K program
- Adult Day Care Center
- Supervised before and/or after-school program
- Homeless Shelter

Name and Addresses of Facilities:

Early Childhood Adventures, 4 Lake Street, Nashua, NH

Fairgrounds Elementary School, 37 Blanchard Road, Nashua, NH

Dr. Crisp School, 50 Arlington Street, Nashua, NH

Amherst Street School, 71 Amherst Street, Nashua

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