



## PARENT/GUARDIAN'S FORM FOR DECLINING PARTICIPATION IN THE CHILD AND ADULT CARE FOOD PROGRAM

All child care facilities (day care home providers and centers) participating in the Child and Adult Care Food Program (CACFP) are required to offer meals to children in their care according to state and federal guidelines.

As a parent/guardian, you have chosen to decline the provider's or center's offered food and will furnish all food for your child. Return the original to your provider or center.

<b>CHILD'S LAST NAME</b>	<b>CHILD'S FIRST NAME</b>
PARENT/GUARDIAN'S REASON FOR DECLINING THE CACFP	
<b>PARENT/GUARDIAN'S SIGNATURE</b>	<b>DATE</b>
<b>PROVIDER/CENTER NAME</b>	<b>DATE</b>
ADDITIONAL COMMENTS	

**(Provider: Please keep a copy in the child's file and forward the original to your CACFP sponsor.)**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter 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
- (2) Fax: 202-690-7442
- (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Note: The protected classes for the Child and Adult Care Food Program are race, color, national origin, age, sex, and disability.