



Date: March 15, 2020

Dear Parent(s) or Guardian(s),

You are receiving this letter to inform that during the school closures, the Food and Nutrition Services Department will be serving free meals for all of our students.

Parents and students may drive or walk up to any of the two locations listed below to pick-up breakfast and lunch. If at all possible please bring your students to receive those meals. Each student will receive a lunch for the day and a breakfast for the next day. They will be all put together in a grab and go bag for your convenience. It's food that's in, while school is out. **Come one day or come every day it is your choice, but don't miss this opportunity!**

Meal Pick-Up Procedures:

- Start date: Tuesday March 17 through Friday March 27
- Locations: Robert Semple Elementary  
2015 E 3rd St, Benicia, CA 94510  
\*Entrance of the Staff Parking Lot  
  
Benicia High School  
1101 Military W, Benicia, CA 94510  
\*Turn into Plaza de Oro and keep right pass the gates until you see us
- Time: 11:00AM – 12:00PM

We are asking you to respond to this email: [tcourtney@beniciaunified.org](mailto:tcourtney@beniciaunified.org) if you would like your child(ren) to participate in this program and which of the two serving schools they will pick up their meals. Please include their names, so we can anticipate how many meals to prepare.

Sincerely,

Tania P. Courtney  
Director of Nutrition & Food Services Department  
Benicia Unified School District  
1101 Military West, Benicia, CA 94510  
Phone: (707) 748-2758  
E-mail: [tcourtney@beniciaunified.org](mailto:tcourtney@beniciaunified.org)



---

NON-DISCRIMINATION STATEMENT: 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 Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: [program\\_intake@usda.gov](mailto:program_intake@usda.gov) This institution is an equal opportunity provider.