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**Portales Municipal Schools**  
501 S. Abilene  
Portales, NM 88130  
Phone: 575.356.7000 Fax: 575.356.4377  
[www.portaleschools.com](http://www.portaleschools.com)

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August 3, 2023

**Letter of Notice to Households of Free Meals for Community Eligibility Provision  
(School Year 23-24)**

Dear Parent or Guardian:

Great news for you and your children! All students at Portales Municipal Schools can get a free healthy breakfast and lunch at school during the school year. What do you have to do?

- You do not need to do anything.
- You do not have to pay any money or fill out any forms.
- You do not need to send your child to school early for breakfast. Breakfast will be part of the school day.

Our schools are getting free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the Community Eligibility Provision (CEP).

If you have any questions, please call me at:

Portales Municipal Schools / SFA  
Shaunna Smith Director of Student Nutrition  
Student Nutrition  
501 S Abilene  
Portales, NM 88130 Phone: (575) 356-7000  
[shsmith@portaleschools.com](mailto:shsmith@portaleschools.com)

Sincerely,



**Non-discrimination Statement:**

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- (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; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The Portales Municipal Schools will provide all students a Quality Education.