

## Sample Cover Letter

This sample letter can be used as a cover letter to be sent out to Houston shelter providers with materials on the CACFP Program.

Dear Shelter Providers,

It's tough to run a shelter; more and more families and youth in Houston are finding themselves in need of your services and there are limited resources available to serve them. Luckily, there is a resource that will help you provide homeless children and youth with nutritious meals and reimburse you for food service costs for those meals and snacks.

We are excited to be able to tell you about this new resource, the Child and Adult Care Food Program. The Child and Adult Care Food Program will reimburse your shelter for the meals and snacks served to children and youth under age 18 who are residing in your shelter. By participating, the shelter will receive \$1.35 for each breakfast, \$2.47 for each lunch or supper and \$0.68 for each snack. Shelters will also receive commodity foods or a "cash-in-lieu" of commodities reimbursement of 18.75 cents for each lunch and supper. For each child served, shelters can receive reimbursement for up to three meals or two meals and one snack each day. This can mean as much as \$6.66 per child per day.

In Houston, the Child and Adult Care Food Program, a United States Department of Agriculture nutrition program, is administered by the Texas Health and Human Services Commission, Special Nutrition Programs. This agency can be reached at (713) 696-3635.

Enclosed you will find information on this program. Please review it and if you believe that your shelter could benefit from the Child and Adult Care Food Program or if you have additional questions about the program, please contact (you can insert your contact information and/or the state agency contact information.)

Sincerely,



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*Sponsor of the Houston  
Feed the Most Vulnerable Project*