

Instructions for Using Translated Information for Summer P-EBT 2022

These documents provide template language rather than a template letter. To create your communication to families, you will need to copy and paste over the language to your school or SU/SD letterhead or into the body of an email.

1. Start with your open letterhead or email template and an appropriate header/greeting for the head of household.
2. Paste in the first section (black text) labeled with **Suggested language to communicate with households generally about Summer P-EBT:** in each translated document.
3. Choose between either the green text paragraph, labeled **Provision 2/CEP Schools:** OR the purple text paragraph, labeled **Pricing Programs:** and insert it into your communication.
 - a. If you insert the purple "Pricing Programs" section, update the section labeled "insert information on how to apply" with an appropriate URL or other material your school uses for that purpose.
4. Once you have inserted the appropriate section, switch the font color to black.
5. Paste in the concluding section, and fill in the contact information for the person families should contact to update their head of household/contact information.
6. Conclude the communication with an appropriate signature

Contact Information:

If you have questions about this document or would like additional information please contact:

[Insert Staff or Team Name], [Division Name], at [Email] or [Phone]