

Site Name: _____

Site No. _____

**SDC Child and Adult Care Food Program
Site Supervisor Agreement For
At-Risk Sites**

Meal Service

1. **Only children 18 years and under** will participate in the Child and Adult Care Food Program (CACFP At-Risk Program) at this site.
2. Persons over 18 years old, who are determined to be mentally or physically disabled by a state or local educational agency, may also participate in the Child and Adult Care Food Program (CACFP). Documentation of this determination must be submitted to SDC and kept on file at the site during the person's enrollment and for 3 years after the enrollment.
3. Your agency will be billed (at an established rate) for all meals served to adults, children who are not eligible for the Child and Adult Care Food Program (CACFP).
4. Food items will **not** be taken from this site, including food for field trips without prior authorization from the SDC Nutrition Services. (Please contact your Site Relations Coordinator)
5. Meals will **not** be transported from one DPI approved location to another without prior authorization from Nutrition Services (Please contact your Site Relations Coordinator)
6. Child and Adult Care Food Program meal benefits are available to all eligible infants and children regardless of race, color, national origin, sex, age, disability, gender identity, religion, reprisal and where applicable political beliefs, marital status, familial or parental status, sexual orientation or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.
7. Meal service at this site will be conducted in an orderly manner with adequate supervision.
8. The meals will be served and supervised by staff that attended SDC's training for this site.

9. All meals will be served as complete units without separation of items. A complete meal is all required food components in at least their minimum portion size. Each item must be placed on each child's serving dish(es) and within his/her drinking cup in front of him/her at the table in order for each meal to be eligible for reimbursement. The site is responsible for any excess meals for each month.
10. Site will have credited food items (e.g., canned fruit, bread, peanutbutter) that adhere to the CACFP meal pattern at the site in case of emergency or arrival of additional children.
11. Notice will be given to the sponsor (SDC) of any increase or decrease of meals at this site.
 - a. **Meal count changes must be called in by 7:00 pm on the day before an adjustment is needed. Please call 963-2684 to make any meal count changes.**
12. A **minimum** of 24-hour notice will be given to the sponsor (SDC) by this site of any cancellations or changes in the time or location for meal delivery.
13. SDC Nutrition Services must have a three business day notice for cold lunches (i.e. *field trips*). For field trips, please fax a Field Trip Request Form three business days in advance to 906-4618.
14. Meals are ordered to provide one meal per child at each meal service.
15. **Meals will be ordered based on the site's average daily attendance not total enrollment.** The average daily attendance is determined by dividing total number of first meals served by the number of days meals were served within a given period.
16. **Site must serve 10 or more meals in order to receive hot meal service. Cold meals will be sent to any site requesting less than 10 meals. *Please note that SDC will not deliver less than 5 meals to any site.**

Safety and Sanitation

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1. I, (Site Supervisor) will examine food daily for sanitary packaging and handling and to make sure that it is clean and wholesome. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I, (Site Supervisor) will not accept or serve hot food items that are not delivered or maintained at a temperature of 135°F or higher. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I, (Site Supervisor) will make sure that food is stored in such a way that meals maintain quality and safety. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Milk will be kept cold and served cold. The temperature that you will serve it at is 40°F or lower. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Sites meal service area will be kept clean during and after scheduled meal service times. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. All persons serving food at this site will wash hands prior to meal preparation and service; wearing proper hair covering. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Hair restraints and gloves must be worn while handling and preparing food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Children at this site will wash their hands before and after eating. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Site is responsible for its own liability insurance. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Site's refrigerator will be clean and maintained at 40° F. or lower via having a working thermometer in the refrigerator. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Site's freezer will be clean and maintained at 0° F. or lower via having a working thermometer in the freezer. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I, (Site Supervisor) will ensure that all cold storage areas are kept at <u>40°</u> F or lower. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I, (Site Supervisor) will ensure that all hot food will be kept at <u>135° F or higher.</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I, (Site Supervisor) will ensure that a hand held hot food thermometer is always available for taking the temperature of hot food. | <input type="checkbox"/> | <input type="checkbox"/> |

Record Keeping and Management

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1. I, (Site Supervisor) will make sure that the invoice receipt for delivery is signed and original given to the driver. The copy of the invoice will be kept on site for three (3) years plus the current operating year. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I, (Site Supervisor) will make sure that food received is counted daily. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I, (Site Supervisor) will check food quality and quantity, and immediately report any inadequacies to my sponsor (SDC) for adjustment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <u>Non-reimbursable meals</u> : I, (Site Supervisor) take full responsibility for any meals ordered <u>in excess of the 5% of first meals (lunch and/or supper meals) allowed by DPI and will pay the invoiced amount rate of \$4.33 per meal (lunch and /or supper meals)</u> . Disallowed meals are not claimable meals for reimbursement by the Sponsoring Organization. If excessive meals are within 5% of first meals, no invoice for payment will be submitted. Meals which are disallowed due to failure to follow the SDC Procedures and Protocols will be billed to the site at the prevailing reimbursement rate. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Non-reimbursable meals: I, (Site Supervisor) understand that we will be declared seriously deficient if we have outstanding payment(s) of greater than 2 months or \$150. Repayment plans can be arranged by contacting Patricia Liimata at (414) 285.3910. If this payment plan is not setup and followed SDC has the right to declare you seriously deficient. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I, (Site Supervisor) will see that all Daily Meal Attendance Sheets using point-of-service (an X) are filled out completely (using the approved method) and faxed to bookkeeping @ 906-3081 by end of the day Tuesday of the following week. You can also scan and e-mail them to ppayne@cr-sdc.org . The original Daily Attendance Sheets must be kept on site for three (3) years plus the current operating year. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I, (Site Supervisor) will fax to bookkeeping @ 906-3081 all weekly reports by end of the day Tuesday of the following week. The original report must be kept on site for three (3) years plus the current operating year. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Sites who will not be participating in the SDC Nutrition Services for the following federal fiscal year are asked to provide a minimum of 60 days notice. | <input type="checkbox"/> | <input type="checkbox"/> |

9. This agreement between SDC and Sites is for the duration of the Federal Fiscal Year, September of the current year through June of the upcoming year.

In consultation and in agreement with the Department of Public Instruction, the Administrator of Wisconsin’s Community Nutrition Programs, sites that have a signed agreement with the SDC will be held to the term length of the agreement and will not be permitted to participate in the CACFP program under any other sponsors for the duration of the agreement, without substantiated cause. Sites having concerns regarding the services of the SDC Nutrition Services, should complete the Site/Sponsor Resolution Form and fax to 414-906-4618, Attention Site Relations. Your concern will be reviewed and a written resolution or statement of facts provided.

10. In the event of a determination by sponsor (SDC) that the site has served any meals in violation of this agreement and the U.S.D.A. Child Nutrition Program’s rules and regulations, the site shall be required to reimburse the sponsor (SDC) in full within 24 hours upon receipt of notice of such violation. Failure to comply with the above rules and guidelines can result in declaring your site seriously deficient.

Site Safety

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1. I, (Site Supervisor) will provide a safe access to the meal site facility (i.e. walkways, stairs, and driveways that are free of ice, snow, and debris). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Site will not have SDC to deliver food to any floor above the 1 st floor without the use of an elevator. | <input type="checkbox"/> | <input type="checkbox"/> |

I agree to all Rules and Regulations as they are printed and posted in the meal service area and the center entranceway:

Site Name: _____

Site Number: _____

Print Name: _____

Signature: _____

Title: _____

Date: _____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

CHILD AND ADULT CARE FOOD PROGRAM PERMANENT SPONSOR/ SITE AGREEMENT

Sponsor provides meals and administrative services to unaffiliated sites (Rev. 4-21)

INSTRUCTIONS: Complete this form and give to the Sponsoring Organization. The Sponsoring Organization must retain the original signed Agreement on file. Copies of the signed Agreement must be given to the site.

Sponsor Agency Code 40-6842

GENERAL INFORMATION

Site Name

Street Address

City

This agreement specifies the rights and responsibilities of the Sponsoring Organization, **Social Development Commission**, hereinafter referred to as SO, and the Center identified above, hereinafter referred to as Site, as participants in USDA's Child and Adult Care Food Program (CACFP) administered by the Wisconsin Department of Public Instruction (DPI). This agreement between the SO and the Site is permanent unless amended by DPI or terminated by either party. Program payments to both the SO and the Site are conditional contingent upon the availability of federal funds.

By continuing to operate the CACFP after the enactment or issuance of any changed or new statutes and regulations applicable to the Program covered by this Agreement and any changed and new instructions, policy memoranda, guidance and other written directives interpreting these statutes and regulations, the SO and the Site agrees to comply with them. If the SO or the Site does not wish to comply with any changed or new items, the SO or the Site must seek to terminate the agreement in accordance with the terms as outlined in this permanent agreement and as outlined in the DPI/SO CACFP Permanent Agreement/Policy Statement.

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

1. SO agrees, in accordance with CACFP Regulations (7 CFR 226), to:
 - a. Accept final administrative and financial responsibility for CACFP operations at Site.
 - b. Collect and file all necessary approval information and recordkeeping documentation pertaining to CACFP.
 - c. Conduct pre-approval visit(s) at Site.
 - d. Provide annual training to Site on CACFP responsibilities, to include but not limited to: (1) CACFP Meal Patterns, (2) Meal Counts, (3) Claims Submission, (4) Review Procedures, (5) Recordkeeping Requirements, (6) Reimbursement System, (7) Civil Rights Requirements, and the (8) Seriously Deficient policy and procedures. For At-Risk sites, annual training will include the education or enrichment requirements. Initial training must occur before CACFP participation and additional training will be provided annually at a minimum.
 - e. Respond to site's request for technical assistance and provide appropriate training.
 - f. Assure all meals claimed for reimbursement are served to enrolled children according to the CACFP regulations and site's license or health and safety requirements.
 - g. If applicable, provide standardized utensils to be used to assure the required food amounts are served to children. Sites will be responsible to replace the standardized utensils if lost or damaged.
2. SO shall visit and monitor Site a minimum of three times per year to review meal service and program records during normal hours of operations with the first review during the first four-weeks of operation;
 - a. Monitors will possess photo identification that demonstrate that they are employees of the SO.
 - b. Maximum time between reviews is six (6) months.
 - c. At a minimum, two of the reviews will be unannounced.
 - d. If applicable, complete and maintain the appropriate DPI CACFP Vendor contract for meals served at the site.
 - e. At least one of the unannounced reviews will include the observation of an approved meal service with enrolled children present.
3. From the reimbursement received from the DPI, the SO will retain 100% to cover food, preparation, delivery and administrative expenses. The SO will maintain cost documentation to demonstrate compliance with operation of a nonprofit food service. If the Site incurs costs as a result of sponsor failure to deliver a sufficient number of meals meeting the CACFP meal requirements, then the Site will be reimbursed as follows:

Breakfast	Lunch	Snack	Supper
\$2.21	\$4.33	\$1.18	\$4.33

- a. If the Site elects to serve meals/snacks that will not be provided by the SO, the Site must inform the SO 14 business days in advance. The SO will not claim these meals/snacks and the cost of these meals/ snacks will be the responsibility of the Site.
4. SO may terminate (by written notice) this Agreement with Site, with or without cause.
5. SO will not penalize Site for initiation of an Independent Agreement with DPI to administer the CACFP, provided that proper notification is given, and any excessive meals balances are paid in full.

	RIGHTS AND RESPONSIBILITIES OF THE SITE	
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1. Site agrees, in accordance with CACFP Regulations (7 CFR 226) to:
 - b. Provide meals to all participants enrolled at site without regard to all protected classes.
 - c. Supply all meals without charge to all participants at the site approved in the agreement.
 - d. Attend training provided by SO prior to participation in CACFP, annually and additional trainings determined necessary by SO.
 - e. Maintain accurate and complete records as required by SO.
 - f. Serve meals that are provided by the SO to meet CACFP meal pattern requirements.
 - g. Adhere to CACFP Civil Rights requirements as required by SO.
 - h. Comply with childcare licensing rules or health and safety standards, especially pertaining to meal service and daily attendance capacity, and will promptly inform the SO of any changes in its licensing or for At-Risk sites health and safety standards.
 - i. Site will adhere to requirements as specified in Wisconsin Administrative Code DCF 251 for licensed group childcare centers.
2. Site must notify SO by 1:30PM, the day prior to a given meal service, of any changes in the number of meals the site requires and 14 business days(s) prior to the site closing. Meal changes should include the number of children in each age group to assure that correct portions are delivered.
3. Site will forward field trip schedules to SO 3 business days before trip. Trip must be part of day care activities and follow the CACFP Meal Pattern requirements for meals to be eligible for reimbursement.
4. Site will allow representative(s) from the SO, DPI, USDA, and other state and federal officials to visit during normal hours of operations for the purpose of reviewing the CACFP. A photo identification that demonstrates that the person is an employee of one of the above entities will be shown.
5. Site must submit CACFP records as required by the SO. This may include Title XX documentation to SO no later than 10 business day(s) after the end of the month for which the forms apply.
6. Site agrees to reimburse SO for the following meal charges when:
 - a. The SO delivered food items are not offered and served as specified for the meal service;
 - b. Site does not complete the Time of Service Meal Count;
 - c. Site does not provide SO a 14 business day notice prior to the site closing;
 - d. Site does not submit required CACFP documents to SO, and;
 - e. Second meals in excess of 5 percent over the number of children in attendance for the month or when second meals cannot be included in the site's meal count for reimbursement. A second meal is when the entire meal is provided to a single participant and the total meal count does not exceed the daily delivery invoice and is further limited to 5 percent above the number of children in attendance.
7. Site must notify the SO when ownership, Federal Employer Identification Number (FEIN) or legal entity status changes or the Site ceases operation. A change in ownership, FEIN or legal entity status automatically terminates this agreement.
8. Site reserves the right, with approval from SO and DPI, to apply directly to DPI for an Agreement to independently administer the CACFP. A site may transfer Program participation to the DPI or another sponsor if the center is in good standing and complies with the requirement to give at least 10 business days written notice prior to termination of the center agreement. A transfer may occur only on the first day of the month following the Center's anniversary date of initial joining of the CACFP.
9. The site is allowed at the end of each federal fiscal year (October – September) to decide if it wants to continue participation under the SO sponsorship.

SERIOUS DEFICIENCY POLICY AND PROCEDURE

A participating Site may be deemed Seriously Deficient by the SO for the following infractions. Failure to correct these infractions would result in termination from the sponsorship.

I. Seriously Deficient Infractions

- 1.1 Failure to provide meals to all children enrolled in childcare without regard to race, color, national origin, sex, or disability or income category.
- 1.2 Failure to attend annual training provided by the SO.
- 1.3 Failure to maintain accurate and complete records as required by the SO to include but not limited to, the Application Statement of Household Size-Income, CACFP enrollment forms, daily attendance, meal counts, menus and component requirements (i.e. delivery invoices), infant meal requirements and Civil Rights data. If applicable, required documentation for approval for more than two meals and one snack meal service types will be maintained.
- 1.4 Failure to comply with licensing regulations per Wisconsin Administrative Code DCF 251, especially pertaining to meal service and daily attendance capacity.
- 1.5 Failure to serve meals that meet the CACFP requirements.
- 1.6 Failure to lower meal count orders with the intention of serving more than one meal per child and exceeding 5 percent of the number of children in attendance.
- 1.7 Failure to refund the SO, at the current rate per meal, for any meals ordered that were not served to children and for any second meals in excess of 5 percent of the first meals served.
- 1.8 Failure to notify SO of any changes in the number of meals and/or days when a site is closed.
- 1.9 Failure to forward field trip schedules to SO 3 business days prior to the scheduled field trip, for field trips that are part of day care activities.
- 1.10 Failure to allow an identified (photo id will be used) representative(s) from the SO, DPI, USDA, and any other state and federal official to visit during normal hours of operations for the purpose of reviewing the CACFP.
- 1.11 Failure to submit required CACFP records to SO within the scheduled time frame.
- 1.12 Self-Termination of Sponsor/Site Agreement with the SO within 12 months or failing to notify the SO of termination of Sponsor/ Site agreement within 12 months.
- 1.13 Participating in the CACFP underneath another Sponsorship or as an independent center with DPI, before termination of the Sponsor/Site Agreement with the SO.
- 1.14 Conduct or conditions which threatens the health and safety of children in the center's care, including, serving food which SO staff has deemed not safe to serve to participants based upon local Health Department Guidelines. If the SO discovers in a facility, conduct or conditions that pose an imminent threat to the health or safety of participating children or the public, the SO will immediately notify the appropriate state or local licensing or health authorities and take action that is consistent with the recommendations and requirements of those authorities.
- 1.11 Any other action affecting the site's ability to administer the CACFP in accordance with Program requirements.

II. Steps in declaring a Site Seriously Deficient

Step 1: Based upon the SO Monitor's review or site's claim review by the lead bookkeeper, and in consultation with the food program manager, a site can be declared seriously deficient for infractions outlined in the section I. of the SO Seriously Deficient Policy and Procedure. The food program manager will inform the program service director of the findings and a determination will be reached.

Step 2: When a determination has been reached that a site is seriously deficient, the site relations coordinator will draft a Notice of Serious Deficiency outlining the reason(s) for this declaration and the required corrective action. The food program manager will review and sign this letter. This letter and all associated documentation will become part of the site's file.

Step 3: When a site is determined to be seriously deficient, the site will have five business days to submit and implement a corrective action plan.

Step 4: The SO monitor supervisor will schedule an unannounced review of the site within three business days of the site's corrective action plan submittal due date. During this review the SO monitor will check for implementation of the corrective action plan. The monitor supervisor will report the results of the review to the food program manager and a decision whether the site is compliant or non-compliant will be rendered.

Step 5: A site determined to still be noncompliant will be mailed a certified Notice of Proposed Termination of CACFP participation by the food program manager. A site has the right to appeal the proposed termination within five business days. If the site does not appeal, a Notice of Termination of this agreement will be issued, with a copy sent to DPI.

III. Site Termination Appeals Process

Step 1: The Notice of Proposed Termination of CACFP participation is issued to a site which has failed to correct the serious deficiency(ies) within the required corrective action period. The site has five days from the receipt of the Notice of Proposed Termination to appeal the decision. If no appeal has been received or was received after the five business days, proceed to step 6.

Step 2: The program service director will forward the appeal to the SO chief executive officer and facilitate a meeting to review all pertinent information.

Step 3: Based upon the facts presented, the SO program service director and the SO chief executive officer will decide if the SO will be terminated, thus ending CACFP Food Service to the site or if the site is allowed to continue participation in the CACFP under the SO sponsorship. The SO chief executive officer will render the final decision whether sponsorship of a site will be terminated. SO must continue to provide meal service during the appeal period.

Step 4: The site will be informed of the SO Appeal Review Committee's decision. Food service will be immediately discontinued for a terminated site. When a site is allowed to continue in the CACFP under the SO sponsorship, the site will continue to receive food and must adhere to the Program requirements.

Step 5: The SO monitor supervisor will schedule an unannounced review to determine if the site is in compliance with program requirements and report the results to the food program manager. If it is determined that the site failed to maintain compliance with program requirements, SO will issue a Notice of Termination.

Step 6: The SO food program manager will notify the site via certified mail of the termination of the Sponsor/Site Agreement. This notification will include the effective date of termination of SO meal service and the site's right to apply as an independent site with the DPI. A copy of the notification will be submitted to the SO Appeal Review Committee and to the DPI. The food program manager will inform the DPI of the site's termination and provide copies of relevant documentation.

Step 7: Any Site that has been declared seriously deficient and terminated from CACFP for failing to correct the serious deficiencies may not reapply for participation under the SO sponsorship for a period of 12 months.

CERTIFICATION / AGREEMENT SIGNATURES

ON BEHALF OF THE SPONSORING ORGANIZATION, I have read and explained this Agreement to the Site identified on this form. As a representative of the Sponsoring Organization, I acknowledge that the Sponsoring Organization understands and agrees to comply with the rights and responsibilities outlined in this Agreement.

I CERTIFY THAT THIS AGREEMENT has been read and explained to me by a representative of the Sponsoring Organization identified on this form. I also certify that this Site is not participating in the Child and Adult Care Food Program under any other Sponsoring Organization or DPI. I understand that any deliberate misrepresentation of CACFP performance will subject me to prosecution under applicable state and federal criminal statutes. I certify that I will comply with the rights and responsibilities outlined in this Agreement.

Name of Sponsoring Organization Representative (<i>Print or Type</i>) Nicole Coleman	Name of Site Representative (<i>Print or Type</i>)
Title of Sponsoring Organization Representative Site Relations Coordinator	Title of Site Representative (Site Owner)
Signature of Sponsoring Organization Representative ➤	Signature of Site Representative (Site Owner) ➤
Date Signed <i>Mo./Day/Yr.</i>	Date Signed <i>Mo./Day/Yr.</i>

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, audiotape, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.