

Procurement Updates



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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

June 2024



Good Procurement

- Provides maximum **open** and **free** competition
- Does not create conflicts of interest
- Avoids unrelated and unrealistic requirements
- Documented procedures in place
 - Procurement Plan



Updated Procurement Laws

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State Level Small Purchase Threshold

- Main Purchase Law – July 1, 2022
- **No** changes to micro-purchases (up to \$5,000)
- Small purchase threshold increased from **\$50,000 up to \$75,000.00**
- All other procedures still apply



Purchasing Thresholds

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Illustrates difference between Federal, State & Local regulations

Descriptor	Federal	State	Local
Micro-purchases	Up to \$10,000.00	Up to \$5,000.00	Whatever your board approves
Small purchases	From 10,000.01 – 250,000.00	From \$5,000.01 – to \$75,000.00	Whatever your board approves
Formal purchases	\$250,000+	\$75,000+	Whatever your board approves

INFORMAL

- Micro-purchasing (no bids)
- Small purchase (bids)

FORMAL

- Competitive Sealed Bid
- Invitation for Bid (IFB)
- Request for Proposal (RFP)

Updated Procurement Laws

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Reverse Auction Requirements

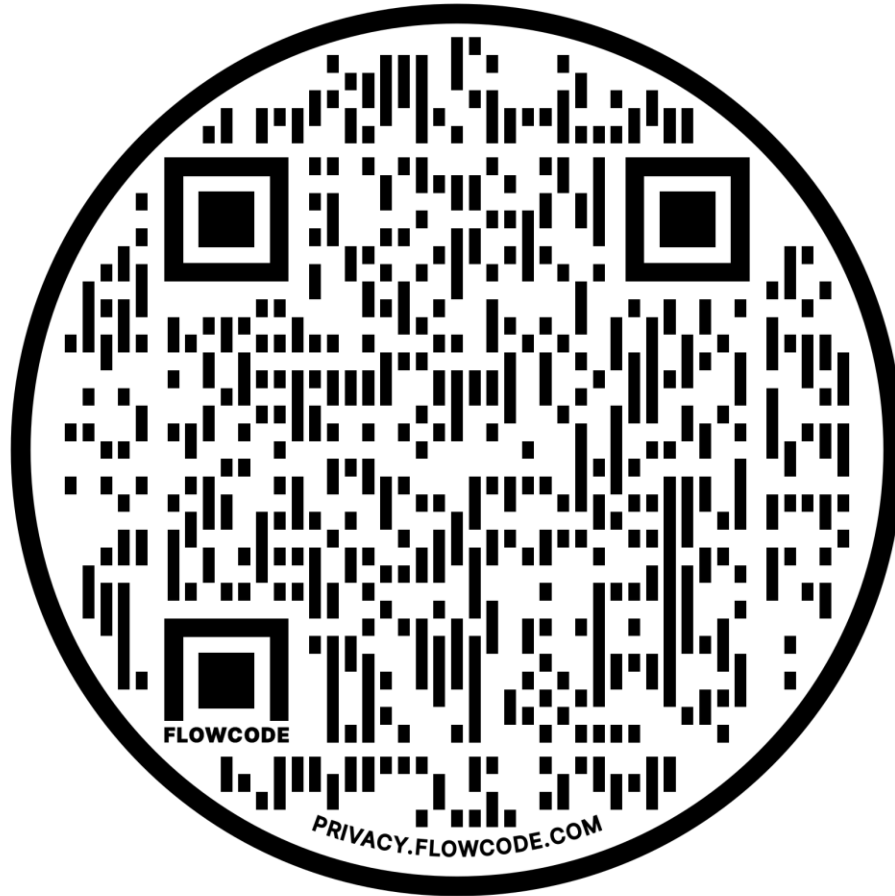
- Applies to purchases **over** \$75,000
- Vendor bids with the lowest price, unlike a regular auction on bidding for the highest price.



Procurement Procedures – SA Template

6

Example of a procurement plan



Also available
on the OCN
Website

Why does the SA have two Procurement Templates?

7

VERSION 1

Commodity threshold is the same

Applies a more restrictive threshold for **services** and **perishable foods/supplies**

Micro: up to \$5K

Small: \$5,000.01-\$75K

Large/formal: exceeding \$75K

VERSION 2

Commodity threshold is the same

Applies a less restrictive threshold for **services** and **perishable foods/supplies**

Micro: up to \$10K

Small: \$10,000.01K-\$250K

Large/formal: exceeding \$250K

Takes advantage of the difference between federal and state law (which allows an exemption for services and perishable foods/supplies). Districts can choose which to adopt.



Do I have to re-do my Procurement Plan?

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If your district wants to!

- Could continue to operate under more restrictive Small Purchase Threshold
- Local Boards are allowed to have more restrictive threshold than State Law
- Must be Board Approved



Emergency Purchases

We know you are in a difficult position

- If items are not available due to supply chain disruptions, you may need to reach out to other suppliers
- We consider these as emergency purchases
- We understand that you may have to purchase off bid

NOTE: while purchasing off bid is acceptable for items not currently available, you should not be sourcing competing products because they are “preferred” by student body

Anything you purchase from a State Bid Distributor that is NOT on the bid must follow proper procurement (procurement plan)



Loaning money from the Non-Profit School Food Serv. Acct.

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Strict limitations on loaning money from NPSFSA to other funds

- Must be pre-approved by SA
- Short Duration (less than 1 year)
- Reasonable interest charged



Common Questions we get regarding allowable costs

- - Construction projects
- - Must have SA pre-approval!
- - Staff “parties”
- - Professional development is okay!
- - Special events T-shirts that are only worn once
- - Required uniforms for everyday use are okay!
- - When in doubt about allowable costs – ask the SA!



Recommend involving the SA in the process as early as you can!

- SA should review RFP
- SA must review final contract
- There are lots of federal requirements – you don't want to miss anything!



Preparing for a Procurement Review

Charles Crawford

Assistant Director of OCN

mdek12.org



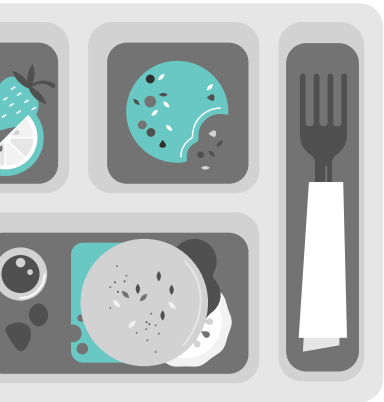
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How SA will conduct Reviews

- Almost Completely Virtual – Desk Review Format
- Review will cover Prior SY (2023/2024)



Who is conducting your Review?

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Procurement Specialist

- Deborah Newton dnewton@mdek12.org

School Support Help Desk: 601-576-5000



Procurement Review Plans – SY 24/25

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Lead Reviewer – Deborah Newton

ABERDEEN SCHOOL DISTRICT
AMORY CITY SCHOOL
BALDWIN SEPARATE SCHOOL DIST
BENTON CTY SCH DIST
BROOKHAVEN SCHOOL DISTRICT
CALHOUN CTY SCHOOL DISTRICT
CLARKSDALE COLLEGIATE
COFFEEVILLE SCHOOL DISTRICT
COVINGTON CTY SCHOOL DISTRICT
E E ROGERS SDA SCHOOL
EAST TALLAHATCHIE CONS SCH DIS
FORREST COUNTY AHS
GEORGE COUNTY SCHOOLS
HANCOCK CO SCHOOL DISTRICT
HATTIESBURG PUBLIC SCH DIST
HINDS COUNTY BOARD OF SUPERVISOR

HINDS COUNTY SCHOOL DISTRICT
HOLLY SPRINGS SCHOOL DISTRICT
JACKSON COUNTY SCHOOL DIST
JEFFERSON DAVIS CO SCHL DIST
LAWRENCE CO SCHOOL DISTRICT
LEFLORE LEGACY ACADEMY
LOWNDES CTY SCHOOL DISTRICT
MARSHALL CTY PUBLIC SCHOOLS
MOSS POINT SCHOOL DISTRICT
MS SCHOOL OF THE ARTS
NATIVITY B.V.M ELEMENTARY SCHL
NORTH PIKE SCHOOL DIST
PASS CHRISTIAN SEP SCH DIST
PINEY WOODS COUNTRY LIFE SCH
PONTOTOC CITY SCHOOL DISTRICT
SENATOBIA SEPARATE SCHOOL DIST
SOUTH PANOLA CONS SCHOOL DISTRICT
SOUTH TIPPAAH SCHOOL DISTRICT
THE REDEEMER'S SCHOOL
TUPELO PUBLIC SCHOOL DISTRICT
YAZOO CITY MUNICIPAL SCH DIST

Procurement Review Timeline

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1

1st Round Docs Due

to SA by
October 14.

SA will send
email
reminders

2

Formal Confirmation/ Request Letter

Will include
list of specific
documents
due to SA for
2nd Round.

Will list a
specific due
date (varies
by district)

3

2nd Round Docs Due

Once
received, the
SA will
conduct the
review and
ask any
follow up
questions
necessary.

4

Exit Conference

scheduled
with CND,
Business
Officer, and
Superintendent
upon
conclusion of
review. Via
TEAMS

5

Closing Letter or Corrective Action

(if applicable)

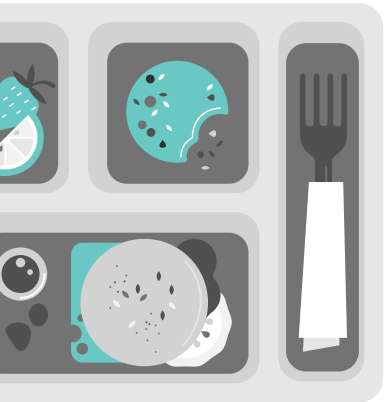
Will have 30
days from
SA findings
letter to
complete
CAP

Documents Due to SA

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Monday, October 14th

- **Approved Procurement Plan** – that was in effect last SY
 - Let us know if you are planning to make changes soon
- **Approved Bid Protest Policy**
- **General Ledger (SY 2023/2024)**
- **Vendor's Paid List (SY 2023/2024)**
 - MUST be excel spreadsheet



Send all documents via email to your Lead Reviewer

Example of a Procurement Plan

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This is what the SA template looks like. Don't forget Chart of Procedures!

Rev. 07/2022 ver. 1

CHILD NUTRITION PROCUREMENT PLAN

The _____ (School Food Authority) will purchase food and other items for use in the Child Nutrition Program in compliance with 2 CFR Part 200, Subpart D and USDA implementing regulations, 2 CFR part 400 and part 415, as applicable, and Mississippi State Law, using the procedures outlined in this document and the Chart of Procedures.

A. Purchases of SERVICES or COMMODITIES (including perishable food or supplies)

- a. For purchases between \$0.01 and \$5,000.00, Micropurchasing may be utilized.
 - i. The cost must be reasonable.
 - ii. Purchases should be spread equitably among suppliers to the extent practicable.
- b. For purchases between \$5,000.01 and \$75,000.00, small purchase procedures are required to be utilized (unless the SFA elects to utilize formal purchasing procedures).
 - i. Develop specifications for the services, food, or supplies to be procured.
 - ii. Obtain price quotes from an adequate number of suppliers.
 - iii. Prepare price quote documentation sheet and note supplier awarded.

Rev. 07/2022 A (Category) WHAT					
B (Frequency) WHEN					
C (Method) HOW					
D Writes & Interprets Specifications & Instructions, etc.					
E Issues, Requests, Receives & Tabulates Pricing					
F Awards & Reviews Bids or Quotes					
1. Fresh Produce					
2. Dry Groceries					
3. Frozen Fruits & Vegetables					
4. Frozen Meats					
5. Paper Goods					
6. Miscellaneous Cleaning Supplies					
7. Dish machine & Other Special Chemicals					
8. Equipment-Small					
9. Equipment-Large					
10. Milk					
11. Bread					
12. Ice Cream					
13. Emergency Purchases					

Just because you have a board approved Procurement Plan, does NOT mean that you have a Bid Protest Policy. These are two different documents!

Example of Bid Protest Policy

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SA does NOT have a template. Recommend looking at DFA's website

Mississippi Procurement Manual Effective Date: 01/01/18

Chapter 6
Legal and Contractual Remedies

6.101 Authority to Resolve Protested Solicitations and Awards

- (1) Right to Protest
Any actual or prospective bidder, offerer, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Head of the Purchasing Agency and copy the Chief Procurement officer. The protest shall be submitted in writing within 7 days after such aggrieved person knows or should have known of the facts giving rise thereto.
- (2) Authority to Resolve Protests
The Chief Procurement Officer, the head of a purchasing agency, or a designee of either officer shall have the authority to settle and resolve a protest of an aggrieved bidder, offerer, or contractor, actual or prospective, concerning the solicitation or award of a contract.
- (3) Decision
If the protest is not resolved by mutual agreement, the Chief Procurement Officer, the

NOTE: You would have to make substantial changes to this to fit the needs of your district. Could not copy and paste. Recommend involving your board attorney.

Example of a General Ledger

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Make sure you are sending us the correct time frame and account (2110)

RANDOM COUNTY SCHOOL DISTRICT

History Transaction

Report Date: 08/01/2022 Journals: ALL

Date: 07/01/2021 - 06/30/2022 Acct Begin: 000-0000-000-000-00

Fund: 2110-SCHOOL FOOD SERVICE FUND Acct End: 999-9999-999-999-99

Reference	Date	Debit	Credit	Description	Claim No	Check No	Balance	J	
2110-101-0000-000-000-00				Beginning Balance: 290,799.20					*
SCHOOL FOOD SERVICE FUND CASH AND OTHER DEPOSITS									
201807100	07/10/2021	0.00	3,042.64	RIMB AP Ck00023327-00023444			287,756.56	AJ	
17647	07/31/2021	147.68	0.00	FIRST STATE BANK			287,904.24	RJ	
17647	07/31/2021	0.30	0.00	FIRST STATE BANK			287,904.54	RJ	
17647	07/31/2021	0.28	0.00	FIRST STATE BANK			287,904.82	RJ	
17647	07/31/2021	0.19	0.00	FIRST STATE BANK			287,905.01	RJ	
17647	07/31/2021	0.12	0.00	FIRST STATE BANK			287,905.13	RJ	
17649	07/31/2021	818.68	0.00	STATE OF MISSISSIPPI			288,723.81	RJ	
17877	07/31/2021	548.00	0.00	DAILY SALES-ONLINE DEPOSITS			289,271.81	RJ	
201807310	07/31/2021	0.00	9,229.98	Payroll 07/31/18			280,041.83	PJ	
201910001	07/31/2021	0.00	11.81	SERVICE CHARGES			280,030.02	GJ	
201808140	08/14/2021	0.00	5,672.91	RIMB AP Ck00023449-00023564			274,357.11	AJ	
17687	08/22/2021	123.33	0.00	IPS ADDITIONAL REBATES			274,480.44	RJ	
17680	08/28/2021	25.42	0.00	THE MERCHANTS COMPANY			274,505.86	RJ	

Vendors Paid List

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Example – MUST BE IN EXCEL



Vendor	Exp Amount
JP&G II, LLC	\$95.00
JP&G II, LLC	\$31.00
JP&G II, LLC	\$95.00
JP&G II, LLC	\$31.00
JP&G II, LLC	\$34.00
CND	\$106.33
MISSISSIPPI STATE TREASURY	\$1,755.83
B & W OF MAGNOLIA INC	\$1,950.00
B & W OF MAGNOLIA INC	\$1,150.00
B & W OF MAGNOLIA INC	\$133.00
B & W OF MAGNOLIA INC	\$290.93
B & W OF MAGNOLIA INC	\$763.46
INSTITUTIONAL SANITATION SOLUT	\$28.83
INSTITUTIONAL SANITATION SOLUT	\$216.60
INSTITUTIONAL SANITATION SOLUT	\$223.00
BORDEN DAIRY CO OF ALABAMA LLC	\$31.13
BORDEN DAIRY CO OF ALABAMA LLC	\$373.50
BORDEN DAIRY CO OF ALABAMA LLC	\$207.50
BORDEN DAIRY CO OF ALABAMA LLC	\$103.75
BORDEN DAIRY CO OF ALABAMA LLC	\$249.00
BORDEN DAIRY CO OF ALABAMA LLC	\$207.50
BORDEN DAIRY CO OF ALABAMA LLC	\$249.00
BORDEN DAIRY CO OF ALABAMA LLC	\$415.00
BORDEN DAIRY CO OF ALABAMA LLC	\$241.80
CRUMBLEY PAPER CO INC	\$388.71
MERCHANTS FOODSERVICE	\$977.11
MERCHANTS FOODSERVICE	\$892.02
MERCHANTS FOODSERVICE	\$405.37

Vendors Paid List

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SA will Use That Excel File to Create a Pivot Table



Vendor	Data	
	Count of Vendor	Sum of Exp Amount
AMAZON.COM	18	3797.04
B & W OF MAGNOLIA INC	30	12416.83
BORDEN DAIRY CO OF ALABAMA LLC	171	76535.78
CENTRAL RESTAURANT PRODUCTS	5	8720.58
CGJ Enterprises Inc.	3	400
CINTAS CORPORATION	18	688
CRUMBLEY PAPER CO INC	195	200944.96
DECKER EQUIPMENT/SCHOOL FIX	1	289.95
GIGANTIC BAG LLC	1	300
CND	11	838.54
HANDY HARDWARE	19	291.85
HEARTLAND SCHOOL SOLUTION	4	4501.5
HUBERT	9	1670.29
INSTITUTIONAL SANITATION SOLUT	6	1100.63
JP&G II, LLC	28	1535
MCCOMB WHOLESALE PAPER	5	9069.78
MERCHANTS FOODSERVICE	120	182397.29
MISSISSIPPI STATE TREASURY	1	1755.83
MS FRUIT & VEGETABLE., LLC	3	2150.99
Newell Paper Company	4	1062.36
OFFICE DEPOT	15	1390.5
SCRUB AC, INC.	1	180.31
SNA	1	332
SOUTHERN ACCENT FLOORING	2	10912.56
TEMCO, INC.	11	4879.77
Wheelers Janitorial Supplies	1	135
(blank)		
Grand Total	683	528297.34

Next, we will look at the Procurement Tool, but we won't ask you to complete this until we send a formal confirmation letter and give you a deadline for 2nd Round of documentation.

Completing the Procurement Tool

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This is the ONLY tab that you will be completing – rest will be done by SA

AutoSave On SP33-2019a Procurement Tool.xlsx • Last Modified: February 11 • Search (Alt+Q) Marianna Chauvin MC

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Analysis

D30

SFA Procurement Table			
SFA NAME:			
SFA Instructions: List name(s), position(s)/title(s) and contact information of those person(s) authorized by the LEA/SFA as procurement agent(s) and who is/are responsible for compliance with local, state and federal program regulations, including Child Nutrition Program requirements.			
Name	Position/Title	Responsibilities (Ex: conducts micropurchases, small purchase procedures, develops IFB/RFPs, monitoring etc.)	Contact Information
Micro & Small Purchase Threshold Information: SFA Instructions: Answer questions below.			
[NEW] What is the LEA/SFA micro-purchase threshold?		\$0.00	
[NEW] What is the STATE micro-purchase threshold, if applicable?		\$0.00	
What is the LEA/SFA small purchase threshold?		\$0.00	
What is the STATE small purchase threshold, if applicable?		\$0.00	

STATE AGENCY REVIEW INSTRUCTION SFA INSTRUCTIONS SFA PROCUREMENT TABLE PROCUREMENT SELECTION CHART GENERAL PROCUREMENT PROC ...

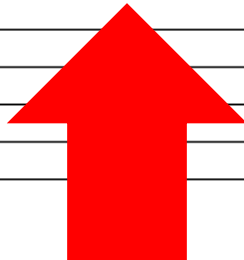
Ready Accessibility: Investigate Display Settings 100%

Completing the Procurement Tool

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SA may prefill some info for you, but you need to provide us with descriptions

Micro Purchases (Purchases valued below \$10,000, or most restrictive threshold) <i>SFA instructions: Answer if micro-purchasing is used selecting "yes", "no," or "not applicable," then input information below, if used.</i>		Not Applicable			
Vendor Name	General Goods/Services Provided	Total Paid to Vendor	# Purchases from this vendor during the SY?	Comments	(FOR STATE AGENCY USE) Select for Review?
Amazon		3797.04	18	emergency purchases	Select for Review
Handy Hardware		291.85	19		



May be required due to Supply Chain Issues

- If State Bid items are not available due to supply chain disruptions, you may need to reach out to other suppliers. We consider these as emergency purchases. We understand that you may have to purchase off bid.
- During your Procurement Review – **we may be asking for your log of emergency purchases.**




Emergency Purchases

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Check your Procurement Plan!

Non-competitive Purchases*

- 
- a. Non-competitive purchases may only be made when an emergency arises that threatens continued service of the Child Nutrition Program, or when the service/commodity being purchased is available from only one vendor (i.e. sole source). If it is necessary to make a non-competitive purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the review official listed in Column E of the Chart of Procedures. The log shall show:
- i. Item name;
 - ii. Dollar amount;
 - iii. Vendor; and
 - iv. Reason for emergency/justification of sole source designation.

** This is just an example from the SA Procurement Template. Your Board Approved Procurement Plan could require something different!*

Proper Procedures for Documentation

- Separate invoicing and/or accounting not required
- Recommend that you **track purchases** put toward SCA until you have expended total amount received
- **Sample Spreadsheet tracking tool available on SA Website**
- MUST be minimally processed, domestic product. NO EXCEPTIONS!
- Just because it is on the State Bid order guide does not mean it qualifies for SCA purchase



Supply Chain Assistance (SCA) Funding

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Proper Procedures for Documentation

	A	B	C	D	E	F	G	H
1	Total amount of SCA Funds distributed to SFA				\$400,000.00			
2	*only include value of allowable, domestic food products. It may not be the total of the invoice if it includes other unallowable items							
3	Invoice #	Invoice Date	Vendor	Description of Domestic Items (identify allowable items purchased)	Dollar Amount *	Total Amount of Allowable Products Purchased to Date	Remaining SCA Funds <i>(Must be expended prior to 9/30/23)</i>	
4	2365987	4/4/2022	Prairie Farms	Milk - Total invoice	\$789.35	\$789.35	\$399,210.65	
5	2365988	4/4/2022	Prairie Farms	Milk - Total invoice	\$1,000.23	\$1,789.58	\$398,210.42	
6	2365989	4/4/2022	Prairie Farms	Milk - Total invoice	\$644.22	\$2,433.80	\$397,566.20	
7	2365990	4/4/2022	Prairie Farms	Milk - Total invoice	\$491.34	\$2,925.14	\$397,074.86	
8	2365991	4/4/2022	Prairie Farms	Milk - Total invoice	\$566.87	\$3,492.01	\$396,507.99	
9	2365992	4/4/2022	Prairie Farms	Milk - Total invoice	\$1,327.22	\$4,819.23	\$395,180.77	
10	446123986	4/5/2022	Merchants	Tomatoes - Partial Invoice	\$67.51	\$4,886.74	\$395,113.26	
11							#VALUE!	
12							#VALUE!	
13							#VALUE!	
14							#VALUE!	

Strict limitations on loaning money from NPSFSA to other funds

- Must be pre-approved by SA
- Short Duration (less than 1 year)
- Reasonable interest charged



CNP Reimbursements Promptly deposited into NPSFSA

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Should not be held in other accounts for extended periods of time

- Will check during PR to ensure reimbursements are deposited promptly into the Non-Profit School Food Service Account



We provide a lot of Technical Assistance in this area

- Anything you purchase from State Bid is covered under the Buy American provision
- If you contract for your own produce, or purchase anything else off State Bid, you are responsible for Buy American
- Frontline staff should be trained to identify irregularities when receiving and inventorying product



New Provisions



- **Limited Exceptions to the Buy American Requirement**
 - Competitive bids reveal the cost of US product is significantly higher
 - Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR 25.104
- **Cap on Non- Domestic Food Purchases**
 - Beginning in SY 2025-2026, the non-domestic food purchases cap will be 10 percent.
 - Beginning in SY 2028-2029, the non-domestic food purchases cap will be 8 percent.
 - Beginning in SY 2031-2032, the non-domestic food purchases cap will be 5 percent
- **Exception Documentation and Reporting Requirements**
 - Items found on the Federal Acquisitions Regulations Nonavailable articles list are exempt from the documentation requirement. Include in CAP
- **Clarification of requirements for harvested, farmed, and wild-caught fish**
- **Definition of Substantially- means over 51% of a food product consists of agricultural commodities grown domestically**

Buy American

Bid/Contract Sample Verbiage

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Date: _____

To: _____

From: _____

RE: Buy American Provision Contract

The _____ participates in the National school Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals.

Section 12(n) of the National School Lunch Act (NSLA) defines, "domestic commodity or product" as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. Report language accompanying the legislation noted that "substantially means over 51% from American products." Therefore, over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically.

Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted in writing to a designated official, a minimum of 7 business days (s) in advance of delivery. The request must include the:

- (1) Alternative Substitute(s) that are domestic and meet the required specifications:
 - a. Price of the domestic food alternative substitute(s); and
 - b. Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
- (2) Reason for exception: limited/lack of availability or price (include price):
 - a. Price of the domestic food product; and
 - b. Price of the non-domestic product that meets the required specification of the domestic product.

_____, Certifies that for the _____ school year we will, to the maximum extent practicable, provide unprocessed domestic commodities, and that over 51% of the final product of the food processed in the U.S. (by weight or volume) consists of agricultural commodities that were grown domestically. Any needed exceptions to the Buy American provision will be stated on company letterhead and sent to the _____ for further review.

Signature

Date

Title

Company Name



Questions?

Non-Discrimination

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This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

A poster from the USDA titled "AND JUSTICE FOR ALL" featuring a green background with a white American flag and a white building facade. The text is in white and green. The poster includes a statement of non-discrimination in English and Spanish, contact information for the Assistant Secretary for Civil Rights, and a note that the institution is an equal opportunity provider.

USDA
United States Department of Agriculture

AND JUSTICE FOR ALL

In accordance with Federal 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, age, disability, and marital or marital status for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the appropriate State or local Agency that administers the program or USDA's TARGET Center at (800) 795-6000 (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/officeofcivilrights/USDA-3027-Complaint-Form> or by calling (800) 877-8339, 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: (800) 877-8339 or (202) 849-7442
email: program.intake@usda.gov
This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, o estado marital por actividades relacionadas con el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición aplican a todos los programas.)

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra grande, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (800) 795-6000 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027. Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea en <https://www.usda.gov/officeofcivilrights/USDA-3027-Complaint-Form> o al llamar al (800) 877-8339, o por escrito a través de una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) por correo electrónico en inglés sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por correo de:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410, o
Fax: (800) 877-8339 o (202) 849-7442
correo electrónico: program.intake@usda.gov
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