

# Updates from School Support

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Director of School Support

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

June 2024



# Policy

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Updates from USDA

# 2024 Final Rule Requirements for School Meal Programs



POLICY GUIDANCE ISSUED BY USDA - JULY 2022 through JULY 2023

Date	Code	SFP	SFSP	Title	Notes
1/7/2022	SP 25-2022	✓		Second Allocation of SCA Funds to Alleviate Supply Chain Disruptions in the SFPs	payment has already been dispersed to SFPs
1/6/2022	SP 14-2022	✓		FY 2022 NSLP EAGs for SFPs	
1/26/2022	FINAL RULI	✓		Final Rule: Streamlining Program Requirements and Improving Integrity in the SFP	FINAL RULI - made major changes to the SFP
1/20/2022	SP 16/2022	✓		Third Allocation of SCA Funds to Alleviate Supply Chain Disruptions in the SFP	payment has already been dispersed to SFPs
10/14/2021	QSA	✓	✓	QSA on Alternate Protein Products	
8/8/2021	SP 05-2021	✓		Notice of Additional Funding for FY 2022 EAGs for SFPs	
1/6/2021	Rulrs	✓		SFSP Reimbursement Rates	effective for calendar year 2021
				Determining Eligibility for Severe Need Reimbursement Rates for the SFP and the Two-Cent Differential Reimbursement for the NSLP in FY 2023-2024	will inform which districts/sites are eligible for these additional payments in the upcoming SF
1/23/2023	SP 02-2023	✓		Comment Request on Proposed Rule: CNPs - Revisions to Meal Patterns Consistent with the 2020 DGA	originally set for April 10, 2023, the public comment period was later extended to May 10, 2023
2/7/2021	Proposed Rule	✓		On-Site Monitoring of the CACFP and SFPs after the Public Health Emergency Ends	Public Health Emergency ended on May 11, 2023
2/15/2023	CACFP 10-2023	✓			
	SP 04-2023	✓			
2/17/2023	CACFP 04-2023	✓		FY 2023 Reallocation of SAE Funds in CNPs	only affects the SA
	SP 05-2023	✓	✓	Implementation Guidance: Summer 2023 Non-Congregate Meal Service in Rural Areas- REVISED	
2/08/2023	SFSP 01-2023	✓	✓		This memo includes information regarding: -Starchy Vegetables at Breakfast, P.L.E., -Non Congregate SFP, and the -establishment of a Permanent Summer EBT program
	SP 06-2023			Consolidated Appropriations Act, 2023: Effect on CNPs	
	CACFP 05-2023				
1/3/2021	SFSP 02-2021	✓	✓		
3/7/2023	SFSP 03-2023	✓	✓	Guidance on Performance Standards, Budgets, and Management Plans in the SFP	
3/14/2023	SP 08-2023	✓	✓	Free or Low-Cost Internet Services Available to All Households with Kids at Schools Participating in the CEP	
3/17/2023	SP 09-2023	✓		CEP: Statutory Annual Notification and Publication Requirements and FY 2023-24 Election Deadline	
	SP 07-2023				
	CACFP 06-2023				
3/29/2023	SFSP 04-2023	✓	✓	LEI Transition	
				Updated Title 1 Guidance for Making Within District Allocations	CEP districts may wish to conduct a "local survey" to obtain additional income data on enrolled students for Title 1 purposes. This local survey would not be considered a "meal application", and the cost could not be incurred by the CN department
3/23/2023	SP 10-2023	✓			Proposed to expand the CEP by lowering the participation threshold from 40% to 25%. The proposed rule does not increase payments or provide additional funding, so LEAs interested in participating in the CEP with a lower SF must still consider financial stability. Public comment period ended May 6, 2023.
				CNPs: CEP - Increasing Options for Schools	
3/23/2023	Proposed Rule	✓			
3/31/2023	Proposed Rule	✓		Extension of Comment Period - CNP Revisions to Meal Patterns Consistent with 2020 DGA	comment period closed on May 10, 2023
4/1/2021	SFSP 05-2021	✓		SFSP Best Practices for Meal Claim Verification and Ensuring Properly Payable Claims	
4/5/2023	SP 11-2023	✓		PLI: Guidance for FY 2023-2024	MSDA printed an invitation - only SFPs that had a negative balance as of June 30, 2022 shall be required to establish prices in accordance with the PLI regulation.
4/6/2021	SP 13-2021	✓		Overnight and Monitoring of the SFPs - Information Regarding Double and Optimize Strategies and Options	
4/6/2023	SFSP 06-2023	✓		Overnight and Monitoring of the SFP - Guidance on On-Site And On-Line Strategies and Options	

## Key Highlights

- **Sodium Reduction:** Implement a 15% sodium reduction for lunches and 10% for breakfasts by 2027.
- **Added Sugars:** Introduce limits on added sugars in key products like cereals and flavored milk by 2025, with an overall cap of less than 10% of total calories per meal by 2027.
- **Milk Standards:** Continue to permit fat-free and low-fat flavored milk in schools, adhering to new sugar limits by the 2025-26 school year.
- **Whole Grains:** Maintain the requirement for 80% of grains to be whole grain-rich, allowing occasional non-whole grains to meet diverse preferences.
- **Meal Component Flexibility:** Enhance breakfast options by allowing the inclusion of proteins like eggs and yogurt, promoting nutritional balance and cultural relevance.
- **Cultural Inclusivity:** Support the integration of traditional Indigenous foods in schools predominantly serving American Indian and Alaska Native students.
- **Local Sourcing and Buy American:** Strengthen requirements to ensure a maximum of 5% of food purchases are non-domestic, boosting local economies and simplifying procurement.



## Vegetable - Grain

- Finalizes the proposal to allow school food authorities and schools that are tribally operated, operated by the Bureau of Indian Education, and that serve primarily American Indian or Alaska Native children to serve vegetables to meet the grains requirement with an implementation date of July 1, 2024.

## Local Sourcing

- Expansion of the geographic preference option, which now permits child nutrition program (CNP) operators to use "locally grown", "locally raised", or "locally caught" as a specification when procuring unprocessed agricultural products.

The expanded option is effective July 1, 2024.

## Phased-in approach

- Finalizes Buy American proposal but adopts a phased-in approach to implementation of the non-domestic food purchases limit. While the overall implementation date for the Buy American changes is July 1, 2024, the non-domestic food purchases limit will be phased in as follows:
  - 10% beginning in SY 2025-26.
  - 8% beginning in SY 2028-29.
  - 5% beginning in SY 2031-32.

# Applications

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Updates & Reminders





- Complete your NSLP / SBP / ASCP in MARS.
- Submission is particularly critical if operations start in July.
- Applications must be submitted at least 30 days before the first day of operations.
- Maintain patience and ensure ongoing communication with your Program Specialist (PS).

# What to upload with annual application

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## Checklist for Success!

- Update your Permanent Agreement if there have been any recent changes in personnel.
- Confirm all Designated Administrative Titles are current.
- Ensure Public Notifications are up-to-date.
- Submit two Health Inspections from the previous year.
- Conduct a Single Audit for organizations receiving more than \$750K in federal funds.
- Complete a 2-page Agreement to Furnish Foods to CACFP Org if applicable.
- Process FSMC annual renewals if required.
- For RCCIs only – ensure a valid license to operate from the cognizant agency is in place.
- Confirm your website includes a current non-discrimination statement and attach a screenshot to the application.



## Affects Site Names

- **NES** (No Enrolled Students): These sites do not have permanently enrolled students. Instead, students visit these sites temporarily during the day, and their MSIS number remains assigned to their primary school. Examples include magnet schools for gifted students or students enrolled in community college dual enrollment programs.
- **ALT** (Alternative School): This designation is used for students who are enrolled at their regular school but spend a portion of their time at an alternative school.
- **MAS** (Multiple Academic Sites): A single cafeteria serves two or more academic sites, catering to students from multiple institutions. For example, a cafeteria where both middle school and high school students dine, though they are registered separately with MDE and MSIS for academic tracking.
- Purpose of MARS Listing: The categorization in MARS (cafeteria sites) may not always match the academic site listings in MSIS, as MARS focuses on operational aspects like cafeteria services rather than academic enrollment. This helps in managing and coordinating cafeteria services across different educational settings more effectively.



## Must have permission to operate from Health Department

- - Contact Serena Johnson from MSDH Food Protection for guidance related to food transportation and service.
- - Phone: 601-576-7689
- - Email: [serena.johnson@msdh.ms.gov](mailto:serena.johnson@msdh.ms.gov)
- - Ensure that all operational plans are clearly detailed and submitted for approval.
- - It is crucial to adhere strictly to the approved plans. Any deviations from the approved plans will result in the loss of Health Department approval.



# Lower or Eliminate the Reduced Meal Charge

## SP 17-2014

**Request to Lower or Eliminate Reduced Price Student Meal Charges (as defined in SP 17-2014)**

Organization / SFA Name: \_\_\_\_\_

1. The Organization/SFA seeks approval from the State Agency (SA) to: *check one*

Lower the reduced price student meal charge to \$\_\_\_\_\_ (Lunch) and \$\_\_\_\_\_ (Breakfast)  
\*SP 17-2014 (2) specifies that the reduced price shall not exceed 40 cents for lunch and 30 cents for breakfast.

Eliminate the reduced price student meal charge.

2. The plan to lower or eliminate the reduced price student meal charge will apply to: *check one*

All sites within the organization/SFA  
 Select sites within the organization/SFA (attach list)

**CERTIFICATIONS (check all that apply to you):**

The plan to lower or eliminate the reduced price student meal charge has received Board Approval on the following date: \_\_\_\_\_

The Organization/SFA understands that the federal reimbursement for meals served to students determined eligible for reduced meals will remain the same.

The Organization/SFA understands that expenditures associated with covering the reduced price student payments may be funded from the non-profit school food service account.

The Organization/SFA has conducted an analysis of current and projected operating costs to ensure that they are able to maintain operations and meal quality without the revenue generated from charging students for reduced price meals.

\_\_\_\_\_  
Name of Superintendent

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Child Nutrition Director

\_\_\_\_\_  
Signature of Child Nutrition Director


\_\_\_\_\_  
Date

**STATE AGENCY USE ONLY**

\_\_\_\_\_  
Signature of Approving Official

\_\_\_\_\_  
Date Approved

Once approved, this request will remain in effect in perpetuity without the need for annual renewal.  
This institution is an equal opportunity provider.

 OFFICE OF CHILD NUTRITION  
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Rev. 6/2013

- You are not required to collect payments from children eligible for reduced-price meals.
- Your operations must be financially viable without additional reimbursement when not collecting these payments.
- The State Agency (SA) provides a form that you can fill out if you wish to eliminate or reduce payment collection for these meals.
- **Any changes made using this form must be approved by your board.**

## Can request to carry an excess balance from SA

- SA has the authority to allow an SFA to carry an excess balance (7 CFR 210.19(a))
- Complete the request form and submit to the SA



# Operations

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Updates & Reminders

Stay ahead with key dates for compliance and reporting.

- **NSLP Applications:** Due 30 days before operations begin.
- **MARS Financial Report:** Due by December 15, 2024.
- **MARS Verification Report:** Due by January 15.
  - Verification Collection Report (FNS 742)

**Note:** Failure to meet these deadlines means that the state cannot report to USDA. MDE OCN will reach out to relevant parties within a school district—be that a Superintendent, Business Manager, or CND Secretary—to ensure timely completion of the reports/applications



## As CND, you should be checking regularly for completion and accuracy

- The State Agency (SA) advises scheduling monthly meetings or check-ins with managers.
- It is also recommended to conduct unannounced visits, as they are found to be very effective.
- Ensure that column 8 in your records correctly matches the contribution specified in the standardized recipe.
- Managers must monitor and ensure there are no deviations from the planned menu. Any deviations should be documented in the comments section.
- Additionally, it's important that managers are diligent in recording the numbers of the recipes used, specifying whether they are from the Meal Recipe System (MRS) or are local recipes.



# Sack Lunches on the Last Day of School

**Might be convenient; might not be allowable!**

- Students may receive a sack lunch but are not allowed to leave campus.
- Congregate feeding rules apply for the National School Lunch Program, even on the last day of school.
- Non-congregate feeding, such as students taking food home, requires a USDA waiver.
- Field trips are considered congregate feeding because students eat together, whether on the bus, in a park, or at a museum. This aligns with NSLP's congregate meal requirements.



## Staff who are paid out of CN funds are eligible for in-kind meals

Typically, the following personnel do not receive in-kind meals as part of school meal programs:

- Janitors
- School Resource Officers
- Superintendents
- Board Members
- Principals
- Teachers

If a district chooses to offer free meals to these individuals as a courtesy, it must reimburse the Child Nutrition (CN) program for the cost of these meals. All related invoices or payments will be subject to review during financial audits.



## Not Allowed

- Meals cannot be withheld from students.
- While there is no requirement to provide meals to students who are suspended at home,
- Students in In-School Suspension (ISS) must have the same access to meals as other students.





- Non-Provision (Pricing) Districts MUST have a local meal charge policy
- Implementation and enforcement of policy is left to district
- When drafting the policy, the district should balance competing goals of:
  - Maintaining access to meals
  - Decreasing accrual of bad debt
- May Consider Eliminating the Reduced Price Meal Charge (apply through SA)
- May consider limiting the number of meals a student can charge
- May Consider serving alternate meals
  - If alt meal is served at no additional cost to student, the cost is allowable for the NPSFSA, but the meal served must be reimbursable. If not reimbursable, must find non-federal source of funds for “no-cost-to-student” provision.
  - Cost of provision of alt meals can be added to student debt to decrease strain on NPSFSA

## Policy is left to Local Control

- Every fall, we receive numerous inquiries from Child Nutrition Directors (CNDs) and Local Education Agency (LEA) administrators regarding the regulation of outside food.
- It's important to note that there are no USDA regulations that specifically prohibit or restrict the inclusion of outside food.
- However, many districts opt to include rules against outside food in their Wellness Policies or Student Handbooks.
- The implementation and enforcement of these policies are determined at the local level, allowing each district to handle it according to their specific needs and preferences.



## May Donate but only under specific conditions

- It is incumbent upon the SFSA to ensure that the entity is an established non-profit.
- Only perishable foods that cannot reasonably be expected to be used by the CN program before their expiration date can be donated
- The SFA may not buy additional foods to serve so that certain foods may be donated (*i.e. make sure you or managers aren't over-ordering*)
- Should the district decide to donate food, the following steps must be taken:
  - Notify the SA of the items and quantities to be donated
  - Provide a reason these foods cannot be used by the program
  - Verify the non-profit's status (Active 501(c)(3); Registration with the SOS)
  - Receive a receipt on letterhead detailing all items and quantities donated
  - Keep records of all purchase, dates, etc. in the event of a review



## FSMC

- RFPs should be pre-approved by SA
- Contracts **MUST** be pre-approved by SA

Remind your districts, especially if you are seeking a "cost reimbursable contract", that there is a high degree of self-monitoring. We will check during AR/PR to make sure all reimbursed costs are allowable.





## Don't forget to Convene Your Health Councils or Assess your LSWP!

- Federal Requirement: must assess LSWP triennially (SP 24-2017)
- State Requirement: must assess LSWP annually (MS Code 37-13-134)
- LSWP Template:
  - [https://www.mdek12.org/sites/default/files/documents/OCN/wellness-policy-guide\\_nov\\_2021\\_updated\\_sd\\_1.pdf](https://www.mdek12.org/sites/default/files/documents/OCN/wellness-policy-guide_nov_2021_updated_sd_1.pdf)
  - *SFAs that are not accredited by MDE should ask their PS for a simplified LSWP template that includes only federal (not state) requirements.*
- LSWP Assessment Template
  - [https://www.mdek12.org/sites/default/files/documents/OHS/Home/Resources/mississippi-healthy-school-self-assessment\\_20151019093438\\_594915%20\(1\).doc](https://www.mdek12.org/sites/default/files/documents/OHS/Home/Resources/mississippi-healthy-school-self-assessment_20151019093438_594915%20(1).doc)



# Meal Apps & Verification

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Updates & Reminders

We know you get a lot of pressure from your district, but....

- Applications for the upcoming school year cannot be distributed before July 1.
- Any applications received prior to July 1 will be considered for the current school year, not the upcoming one.



## Pg. 34 & 99 of Eligibility Manual

- Must Provide meal free meal benefits based on SNAP number on application
- Review the case number to see if it appears legitimate and has the correct number of digits. (ex. 123456789 is suspicious)
- Try your best to locate the child on the DC list (this removes them from Verification pool)
- If you can't find them on the DC list, you have the option to verify them for cause (separate from the formal Verification process)



# Households that Fail to Apply

## 7 CFR 245.6 (d); pg. 42 of Eligibility Manual

- Local School official may complete an app for a child known to be eligible for meal benefits, if the family has not applied.
- Intended for LIMITED USE IN INDIVIDUAL SITUATIONS – must NOT be used to make eligibility determinations for categories or groups of children
- These apps are excluded from Verification; but total number must be reported on 3-3 of Verification Report (“Non Applicant but approved by Local Officials”)



# SOPs for obtaining Categorical Eligibility Documentation

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Came up during Several ARs this past year

- Should have internal procedure for obtaining foster and homeless documentation from your designated district representative (Typically the McKinney Vento Coordinator)
- Should not be scrambling to find this information during an AR; it should already be on file



## Required Element (pg. 106 of Eligibility Manual)

- A telephone number the household can call at no cost for assistance
  - The LEA may **establish a toll free number or allow the household to reverse the charges** if any households in the LEA are outside the local calling area
  - The LEA may also provide different telephone numbers for each local calling area within the LEA



# Procurement

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Updates & Reminders



## Notes from the State Auditor

- District MUST document due diligence when it comes to checking for debarment and suspension of vendors.
- Talk with your Business Manager about this
- If a private vendor wants to do business with a school district, they are going to have to register in SAM.gov



## Aggregate totals matter – not per transaction amount

- If you are only looking at per transaction amount, it is easy to make a mistake
- Need to do accurate forecasting at the beginning of the year to see if you anticipate exceeding the threshold
- What is an emergency and what requires quotes?  
Must know what is written in your Procurement Plan



## 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)

# Aggregate Procurement Thresholds

For Example....



Vendor	Date	Amount	YTD Total or "Aggregate"
L & M Equipment	Aug 5, 2023	\$2,467.24	\$2,467.24
L & M Equipment	Sep 8, 2023	\$1,628.24	\$4,095.48
L & M Equipment	Oct 6, 2023	\$1,054.67	*\$5,150.15
L & M Equipment	Nov 14, 2023	\$251.61	\$5,401.76
L & M Equipment	Dec 2, 2023	\$45,478.02	\$50,879.78
L & M Equipment	Jan 4, 2024	\$28,162.05	**\$79,041.83
L & M Equipment	Feb 18, 2024	\$4,615.84	\$83,657.67

\*By October they had exceeded the small purchase threshold

\*\*By January, they had exceeded the formal purchase threshold

# Finances

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Updates & Reminders

## What's up with the difference in the rates?

**SEVERE NEED:** Schools are eligible for severe need **breakfast** reimbursement rates if 40% or more of NSLP lunches served to students during the second preceding SY were at the F/R rate.

**TWO CENT DIFFERENTIAL:** Schools are eligible for two cent differential **lunch** reimbursement if 60% or more of NSLP lunches served in the second preceding SY at the F/R rate.



## Strict limitations on loaning money from NPSFSA to other funds

There are strict limitations on transferring funds from the National Public School Food Service Account (NPSFSA) to other funds. These transfers must meet specific criteria:

- **Pre-Approval Required:** Any transfers must be pre-approved by the State Agency (SA).
- **Short Duration:** Transfers should be for a short duration, not exceeding one year.
- **Reasonable Interest:** If there is any interest involved in the transfer, it must be reasonable.

This ensures that funds meant for school food services are managed responsibly and within regulatory guidelines.



## Can be Problematic depending on the Program and Purpose

- The purchase of water bottles for either adult or student consumption outside of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) settings does not qualify as an allowable expense under these programs. If such purchases are occurring:
- Districts should ensure they are managing and funding these purchases separately from NSLP/SBP budgets.
- Water bottles should not be supplied for classroom use or by the school nurse as part of these programs.
- Child Nutrition (CN) staff are entitled to in-kind meals under the NSLP, but water does not constitute part of these meal patterns. However, providing accessible, free potable water during meal services is a requirement under the NSLP. Conversely, for the Summer Food Service Program (SFSP), providing free water bottles is not mandated and such expenses are considered unallowable.





## Subtitle



- **Equipment with Remaining Useful Life:** If the equipment still has useful life and is listed in the Child Nutrition (CN) inventory, it can be repurposed for other federal programs without complications. Simply remove the equipment from CN inventory.
- **Using Equipment for Non-Federal Purposes:** If the district wishes to use the equipment for non-federal purposes and it still has useful life, the district must compensate CN by paying the fair market value or price equivalent to the remaining useful life of the equipment.
- **Equipment with No Usable Life:** Check the district's salvage policy for equipment that no longer has usable life.
- **Need for Approvals and Documentation:**
  - If you plan to sell the equipment, obtain board approval and keep receipts associated with the sale.
  - If the equipment is to be disposed of, also secure board approval and document the disposal process.

Questions: For any specific inquiries, contact the State Agency (SA) for guidance.

# Resources

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Available to You

Can Be Accessed at any time



## Child Nutrition Resources

To assist you with information related to operating a Child Nutrition Program, please select from the list of resource information listed below. This information includes manuals and materials available on-line as well as links to other web sites with additional resources.

### New Administrator Orientation (NAO) 2023

- NAO Part I
- NAO Part II

### State Conferences:

- July 2023
- July 2022

### Child Nutrition Resource Information:

- Administrative Reviews
- Adult Meal Pricing Tool – SY 23/24
- ASCP Monitoring Form
- Capital Expenditure Request
- CEP Sample Letter to Households (Rev 5/2023)
- Child Nutrition 101 – What LEA Administrators Need to Know (Updated 10/19/2023)

### Child Nutrition

- 601-576-5000
- Staff
- FAQ

### Services

- Child and Adult Care Food Program (CACFP)
- Claims and Finance
- Nutrition Education
- Purchasing and Food Distribution
- School Meals
- Summer Food Service Program
- Training and Program Outreach

# Resources Available in "Download Forms"

Can Access at any time in MARS

- Open MARS > SNP > Applications > Download Forms

A screenshot of the 'School Nutrition Programs' application interface. The page title is 'School Nutrition Programs' and it features the Mississippi Department of Education logo. The navigation menu includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The current path is 'Applications > Download Forms >'. The table below lists two forms: 'SNP 0002' (Designated Administrative Title Form) and 'SNP-0001' (Permanent Agreement - SNP). A '< Back' button is located at the bottom of the table area.

Form ID	Description	Last Modified	New Organization?
SNP 0002	Designated Administrative Title Form	07/06/2023	Y
SNP-0001	Permanent Agreement - SNP	07/06/2023	Y

## Examples in the Back

- Utilizing Free Materials
- Team Nutrition Home: [Team Nutrition | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/team-nutrition)
- Order Materials: [USDA Team Nutrition \(gpo.gov\)](https://www.gpo.gov/team-nutrition)



# AR Updates

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Common Findings; Upcoming Schedule

- Biloxi Public School District
- Carroll County School District
- Clarksdale Collegiate
- Columbia School District
- Enterprise Consolidated School District
- Hattiesburg School District
- Hinds County School District
- Itawamba County School District
- Lafayette County School District
- Madison County School District
- McComb School District
- MS Schools for Blind/Deaf
- Pearl Public School District
- Petal School District
- Pontotoc City School
- Republic School Inc
- South Panola School District
- Tupelo Public School District
- West Tallahatchie School District
- Wilkinson County Christian School District



# Gerardo Padilla

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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.ams.usda.gov/programs/civilrights/USDA-DISCRIMINAT-Complaint-Form> or by calling (846) 682-6000, 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) 295-1025 or (202) 690-7442;  
email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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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.ams.usda.gov/programs/civilrights/USDA-DISCRIMINAT-Complaint-Form> o llamando al (846) 682-6000, o escribiendo 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 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) 295-1025 o (202) 690-7442;  
correo electrónico:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades.