

# Procurement Updates

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**Charles Crawford**

Assistant Director of OCN

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



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

July 2023



## State Level Small Purchase Threshold

- Main Purchase Law – July 1, 2022
- **No** changes to micro-purchases (up to \$5000)
- Small purchase threshold increased from **\$50,000 up to \$75,000.00**
- All other procedures still apply



# Purchasing Thresholds

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)

## Reverse Auction Exemptions and Requirements

- Applies to purchases **over** \$75,000
- Public/Charter Schools NOT required to utilize reverse auction as of 7/1/2022
  - school districts have a special exemption (*reverse auctions only required for purchasing copyrighted educational supplemental materials and software – can get approval from school board to utilize Request for Qualifications*)
- Alternate method: Invitations for Bids

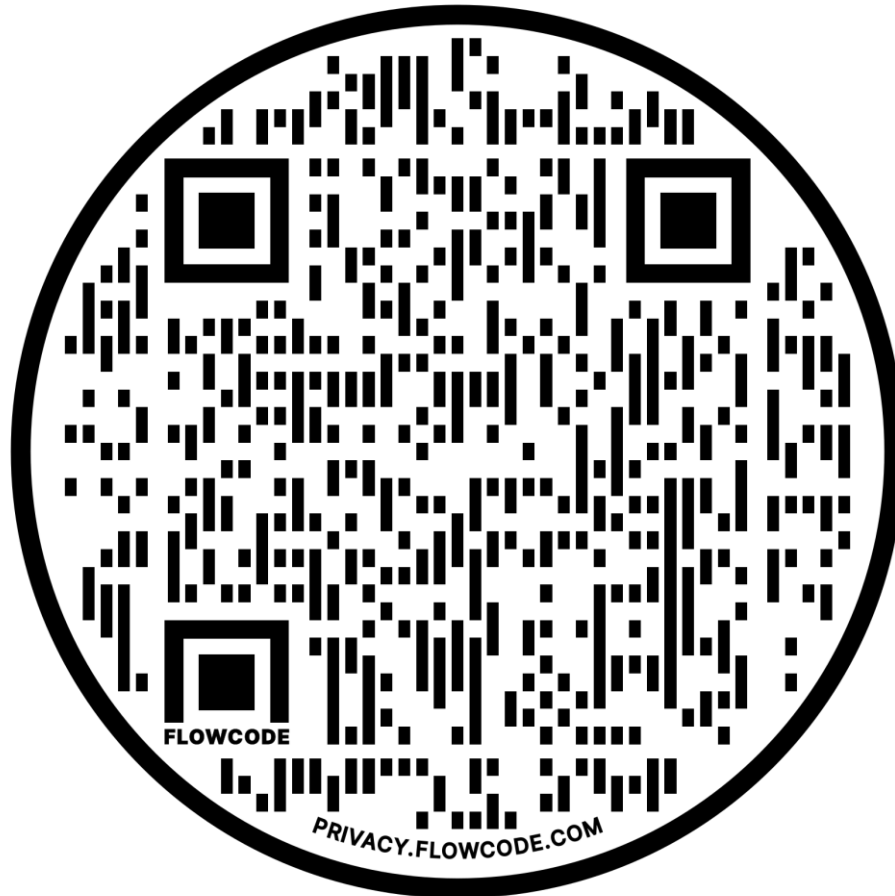


## Good Procurement

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



## Example of a procurement plan



Also available  
on the OCN  
Website

# Why does the SA have two Procurement Templates?

## 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 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?

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





# Supply Chain Disruptions (Round 4 of Funding)

We are here to help!

- Schools are facing challenges such as product shortages, unexpected substitutions, and unanticipated cancellations.
- Flexibilities | Resources | Hands-On Support
- Over **\$1 Billion** in funds available
- Minimally processed domestic food products **ONLY**
- Emergency Procurement



## 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)*



## 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



## 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 ok!
- Special Events T-shirts that are only worn once
  - Required uniforms for every day use is ok!
- 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

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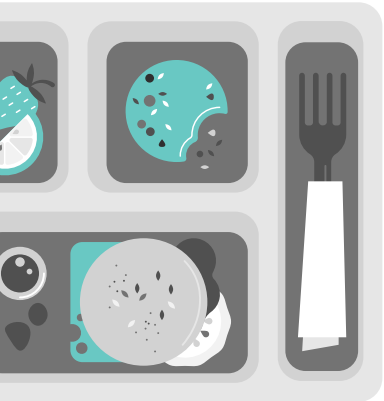
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July 2023



## How SA will conduct Reviews

- Completely Virtual – Desk Review Format
- Review will cover Prior SY (2022/2023)





# Who is conducting your Review?

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## Procurement Specialist

- Deborah Newton [dnewton@mdek12.org](mailto:dnewton@mdek12.org)

School Support Help Desk: 601-576-5000



# Procurement Review Plans – SY 23/24

## Lead Reviewer – Deborah Newton

AMBITION PREP

CHICKASAW CONSOLIDATED SCH DIST

COLUMBIA SCHOOL DISTRICT

ENTERPRISE CONS SCHOOL DIST

FRANKLIN CO SCHOOL DISTRICT

GULFPORT SEPARATE SCHOOL DIST

ITAWAMBA CO SCHOOL DISTRICT

KOSCIUSKO SCHOOL DISTRICT

LAMAR CO SCHOOL DISTRICT

LEAKE CO SCHOOL DISTRICT

LELAND SCHOOL DIST

LOUISVILLE MUN SCHOOL DISTRICT

MADISON COUNTY SCHOOLS

MCCOMB SCHOOL DISTRICT

MS SCHOOLS FOR BLIND/DEAF

NESHOBA CO SCHOOL DISTRICT

NEWTON MUNICIPAL SCHOOL DIST

NORTH TIPPAAH CONS SCH DIST

OCEAN SPRINGS SCHOOL DISTRICT

PASCAGOULA SEPARATE SCH DIST

PEARL RIVER CO SCHOOL DISTRICT

PETAL SCHOOL DISTRICT

QUITMAN SCHOOL DISTRICT

RANKIN CO SCHOOL DISTRICT

RIGHTON SEPARATE SCHOOL DIST

RON'S BROTHERS ACADEMY

SOUTH PANOLA CONS SCHOOL DIST

STONE CO SCHOOLS

UNITY MB CHURCH OF ELIZABETH

WEST TALLAHATCHIE CONS SCH DIS

WILKINSON CO CHRISTIAN ACADEMY

# Procurement Review Timeline

1

## 1<sup>st</sup> Round Docs Due

to SA by **October 13.**

SA will send email reminders

2

## Formal Confirmation/ Request Letter

Will include list of specific documents due to SA for 2<sup>nd</sup> Round.

Will list a specific due date (varies by district)

3

## 2<sup>nd</sup> 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)

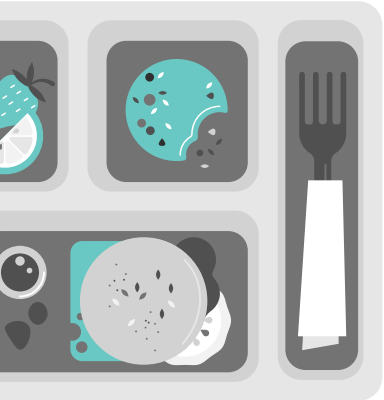
Will have 30 days from SA findings letter to complete CAP

# Documents Due to SA

20

Friday, October 13<sup>th</sup>

- **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 2022/2023)**
- **Vendor's Paid List (SY 2022/2023)**
  - MUST be excel spreadsheet



**Send all documents via email to your Lead Reviewer**

# Example of a Procurement Plan

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

Rev. 07/2022						CHART OF PROCEDURES					
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											

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.

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

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

Mississippi Procurement Manual Effective Date: 01/01/18

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**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 needs of your district. Could not copy and paste. Recommend involving your board attorney.

# Example of a General Ledger

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						*		
<b>SCHOOL FOOD SERVICE FUND CASH AND OTHER DEPOSITS</b>												
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

## 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

## SA will Use That Excel File to Create a Pivot Table



	Data	
Vendor	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 2<sup>nd</sup> Round of documentation.**

# Completing the Procurement Tool

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

The screenshot shows an Excel spreadsheet with the following content:

**SFA Procurement Table**

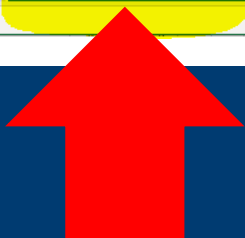
**SFA NAME:**  
*SFA Instructions: List name(s), position(s)/title(s) and contact information of those person(s) authorized by the LEA/SFA as procurement agent(s) and who is/are responsible for compliance with local, state and federal program regulations, including Child Nutrition Program requirements.*

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

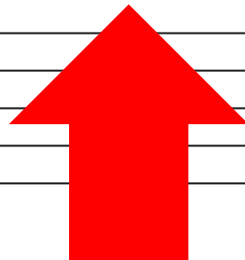
The bottom sheet navigation bar shows the following tabs: STATE AGENCY REVIEW INSTRUCTION, SFA INSTRUCTIONS, **SFA PROCUREMENT TABLE**, PROCUREMENT SELECTION CHART, GENERAL PROCUREMENT PROC...



# Completing the Procurement Tool

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**



## 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

## Proper Procedures for Documentation

	A	B	C	D	E	F	G	H
1	<b>Total amount of SCA Funds distributed to SFA</b>				<b>\$400,000.00</b>			
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

35

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 for Buy American
- If you contract for your own produce, or purchase anything else off State Bid, you are responsible for Buy American
  - **Should include “Buy American” Verbiage in all contracts**
  - Should document any exceptions
- Frontline staff should be trained to identify irregularities when receiving and inventorying product



## Documenting Exceptions to Buy American

Documentation to prove that **domestic alternatives were considered** and if an **exception was granted** by the SFA because:

- The agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the non-domestic ones.
- The exception was related to the domestic food as prohibitively costly or limited quantity availability.



## Bid/Contract Sample Verbiage



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

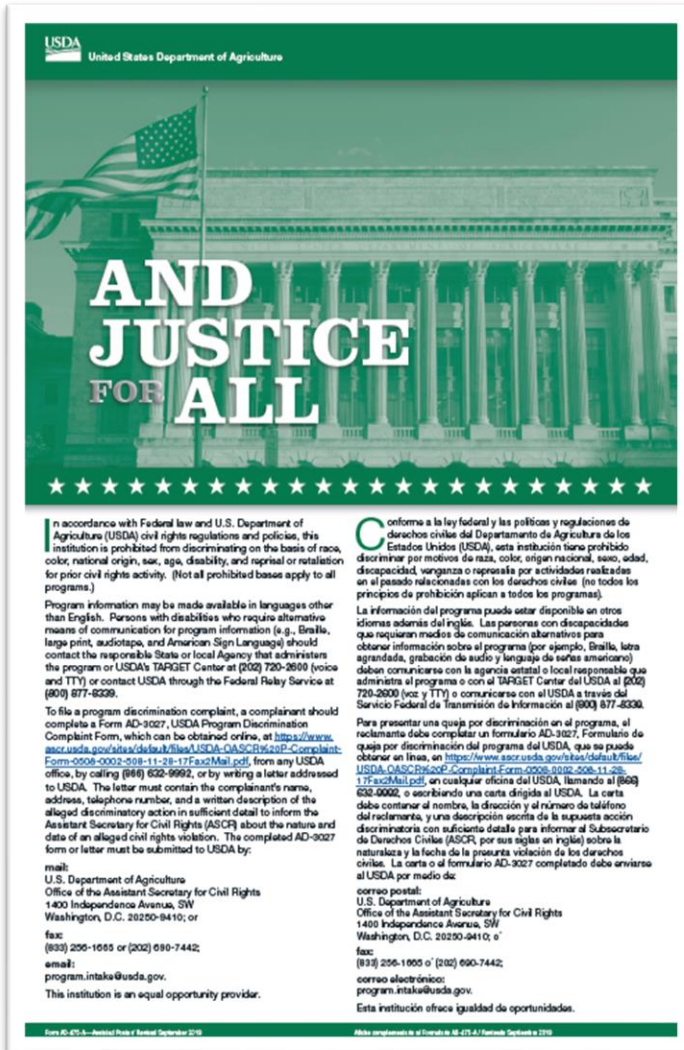


# Questions?

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>



The poster features the USDA logo at the top left, with the text "United States Department of Agriculture" below it. The background is a green-tinted image of a classical building with columns and an American flag. The title "AND JUSTICE FOR ALL" is prominently displayed in white, bold, sans-serif font. Below the title is a row of white stars. The main body of the poster contains two columns of text, one in English and one in Spanish, detailing the institution's commitment to non-discrimination and providing contact information for filing a complaint. At the bottom, there are two small lines of text: "Form 608-675-3 - Revised Print & Revised September 2016" and "Este cumplimiento de la Ley de Igualdad de Oportunidades".

**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 reprisal or retaliation 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 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.ams.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-26-17%20Mail.pdf>, from any USDA office, by calling (800) 638-9992, 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:  
(800) 256-1005 or (202) 690-7442;

email:  
program.intake@usda.gov.

This institution is an equal opportunity provider.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran 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 (202) 720-2600 (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.ams.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-26-17%20Mail.pdf>, en cualquier oficina del USDA, llamando al (800) 638-9992, 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 supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas 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 medio de:

correo postal:  
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) 256-1005 o (202) 690-7442;

correo electrónico:  
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form 608-675-3 - Revised Print & Revised September 2016

Este cumplimiento de la Ley de Igualdad de Oportunidades





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