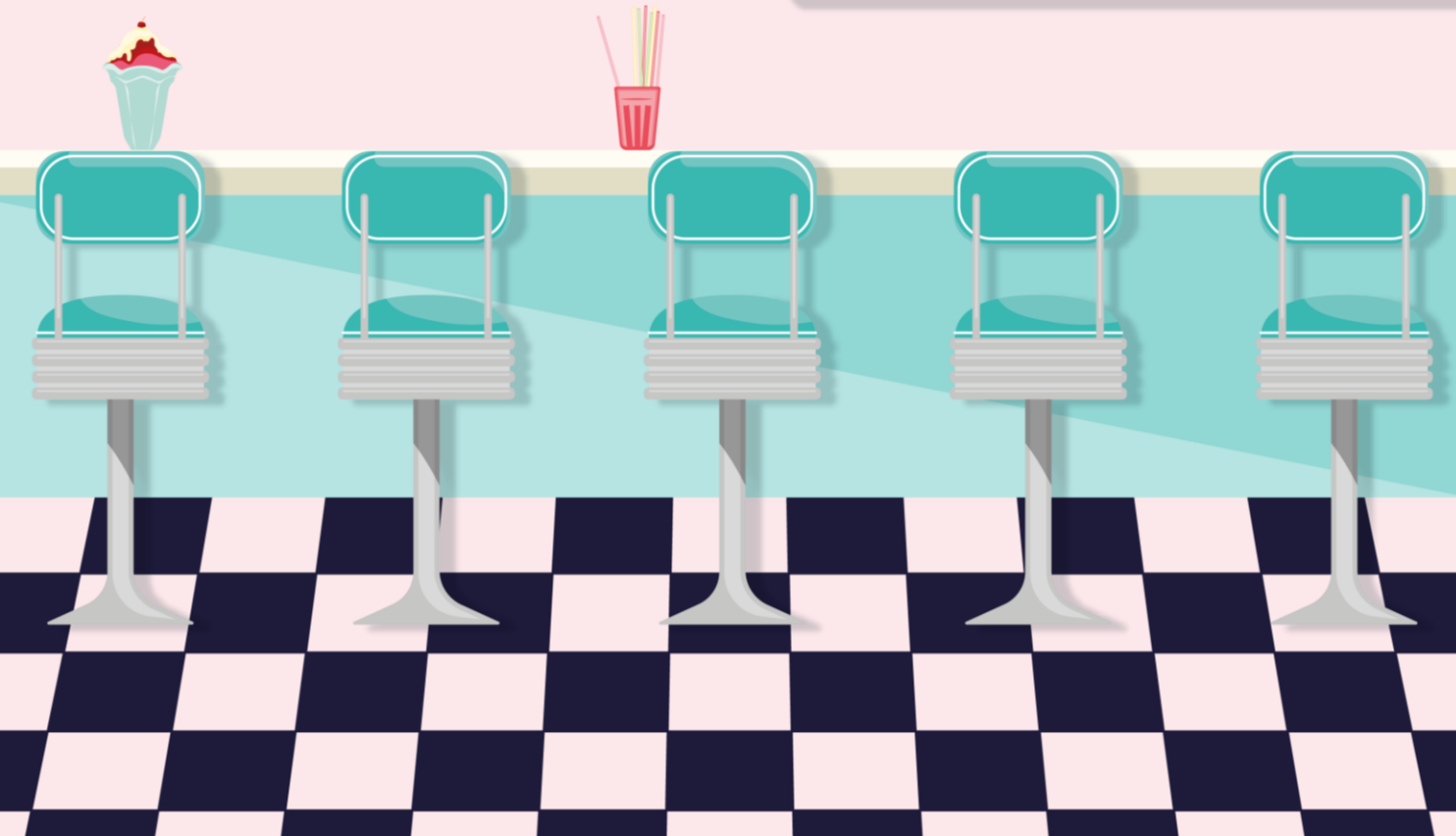


October 2023

EDUCATION SERVICE CENTER
REGION 11
CHILD NUTRITION PROGRAM



PULL UP A SEAT FOR
The Monthly
Rewind!



PLEASE TYPE YOUR NAME AND
DISTRICT IN THE CHAT BOX TO
SIGN IN.

Our team

HEATHER MORRIS

hmorris@esc11.net

8) 740-7557

ELISHA BURY

ebury@esc11.net

8) 740-7556

WENDY PYNE

wpyne@esc11.net

8) 740-7515

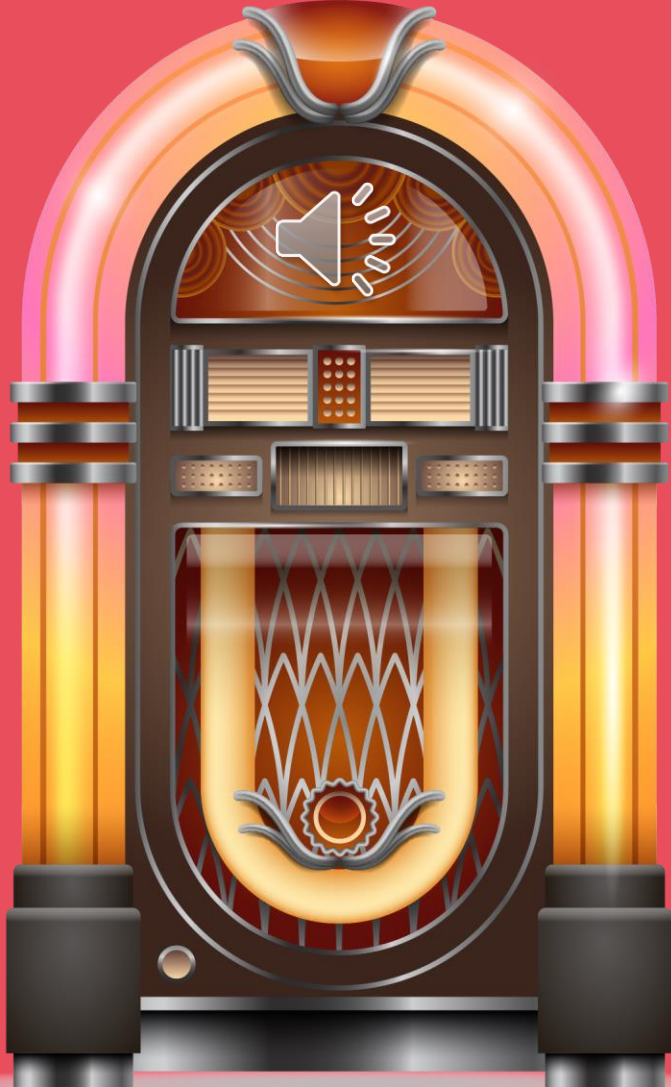
TAMIKA FIGGS

tfiggs@esc11.net

8) 740-3661



TODAY'S AGENDA



UPDATES
& NEWS

A black vinyl record with a yellow and white geometric pattern on the label. The text "UPDATES & NEWS" is written in white capital letters above and below the record.

A CLOSER
LOOK

A black vinyl record with a blue and white geometric pattern on the label. The text "A CLOSER LOOK" is written in white capital letters above and below the record.

CLASSES &
REMINDERS

A black vinyl record with a purple and white geometric pattern on the label. The text "CLASSES & REMINDERS" is written in white capital letters above and below the record.

LET'S
ROCK

A black vinyl record with a yellow and white geometric pattern on the label. The text "LET'S ROCK" is written in white capital letters above and below the record.

IMPORTANT
DEADLINES

A black vinyl record with a blue and white geometric pattern on the label. The text "IMPORTANT DEADLINES" is written in white capital letters above and below the record.

FIELD
REPORT

A black vinyl record with a purple and white geometric pattern on the label. The text "FIELD REPORT" is written in white capital letters above and below the record.

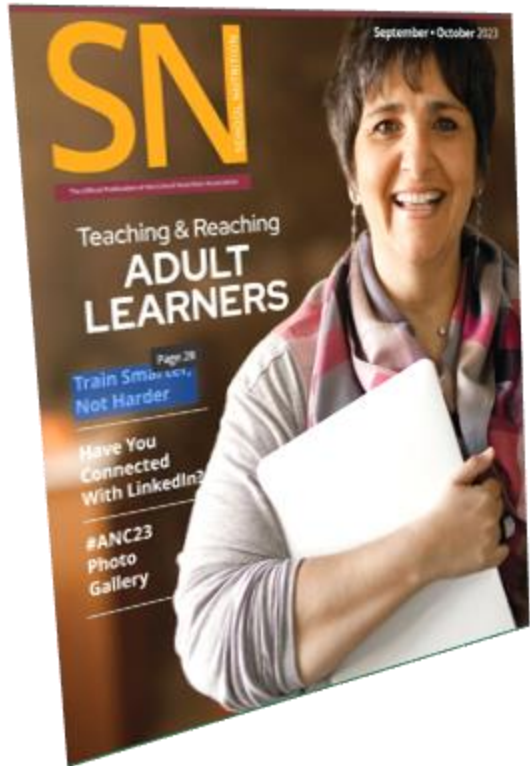


LET'S
ROCK:

Jocelyn
Karbo!




OUR VERY OWN JOCELYN KARBO IS FEATURED IN THIS MONTH'S SNA MAGAZINE!



TRAIN SMARTER, NOT HARDER!

Sharpen your training skills with tips from SNF's LEAD to Succeed™ Cadre of Trainers.

BY CHRISTINA UTICONE



JOCELYN KARBO, MBA, RD, SNS • Child Nutrition Coordinator/NSLP Content Specialist • ESC Region 11, Texas

Describe your personal experience as a trainer—and how it has changed since COVID?

I am always putting myself in the participant's "seat" to continually reflect on what I'd want if I were attending my own class. Since COVID, I have become more aware of different types of learners and have enjoyed using various electronic platforms, incorporating fun electronic games and quizzes and really keeping training "bite-sized" in micro-learning modules, rather than long, full- or even half-day sessions. But my focus has *always* been to keep the main thing the *main* thing for each topic I present.

What lessons have you learned the hard way?

I used to plan my agenda down to the minute and then, when something would go off track or we needed to discuss something longer than I had planned, it would be stressful to complete the session on time. I have since built in "optional" activities that I can easily cut, delete or modify on the fly to meet time parameters.

I also have learned not to wait until the end of the session to request participant evaluations. Many people leave the session as soon as it's over, without giving their feedback. Now, I bring up the evaluation with about 10-15 minutes left in the class, usually when I'm also making additional points or describing extra resources. Reflection, feedback and participant input regularly lead to minor adjustments that improve the next training.

How do you feel about online vs. in-person training?


As a learner first, I like to choose how, when and to what depth I want to participate. And as a presenter, I want to give learners multiple options for interaction, so they can participate at a level that makes them comfortable. I really like small breakout rooms or table discussions with the ability to "report back" the key takeaways to the larger group.

One frustration with online training is that participants rarely find an "ideal" time for it. It is very easy to sign up and then multitask during the session. As a learner, I try to keep my camera on to hold myself accountable, but as the presenter, I work to build in opportunities to keep learners engaged.

What are some top tips to help an inexperienced trainer present in different formats to today's adult learners?

- 1 Recruit a facilitator to assist with managing any technical issues, participant questions, timers, etc. This will allow you, as the presenter, to focus on the topic as well as the flow of the presentation.
- 2 Have fun and be personable. I always join my virtual sessions 20-30 minutes early to get comfortable and start music prior to beginning. Some participants do join early, and I enjoy getting to know them during that time.
- 3 Include your audience throughout the session. If training online, provide opportunities for them to participate via the chat function. When they do, greet them by name, read their responses out loud and always thank those who contribute. These efforts will encourage others to participate and join the discussion. The richest outcomes always come from engaged learners sharing their stories and lived experiences.

THE RICHEST OUTCOMES ALWAYS COME FROM ENGAGED LEARNERS SHARING THEIR STORIES AND LIVED EXPERIENCES.





CONGRATULATIONS
TO JOCELYN!

2023
School Nutrition
Services Dietetic
Practice Group
Award of Excellence

A NECKTARINE 

WHAT'S A
 VAMPIRE'S
FAVORITE
FRUIT? 

UPDATES & NEWS



CEP FINAL RULE

- Lowers qualifying ISP to 25% (from 40%)
- Lowers grace year ISP to 15% (from 30%)
- Multiplier stays at 1.6
- Takes effect in SY24-25
 - If you are interested, must complete March CEP report to get process started
 - Reach out to ESC specialist at that time

FUN FACTS!

- ISP is based on DIRECT CERTIFICATION percentage - not your overall F/R % using applications
- If you don't receive enough money from meal reimbursements, the general fund must reimburse the CN fund
- Use the [USDA estimator worksheet](#) to determine if CEP is a smart financial move



PROGRAM INTEGRITY FINAL RULE

- Impacts NSLP, SBP, Special Milk, SFSP, CACFP
- Will take effect in Texas in SY24-25
- What will it do?
 1. Introduce targeted flexibilities in NSLP and SBP that streamline monitoring requirements and lower administrative burden for states
 2. Finalize provisions in CACFP to streamline processes, provide additional resources, and increase accountability
 3. Allow more efficient use of state agency resources by ensuring that organizations at risk of serious management issues in CACFP receive more frequent oversight, and that financial transactions are appropriately reviewed
 4. Improve the ability of FNS and state agencies to address rare instances of severe or repeated violations of program requirements in CN programs

PROGRAM INTEGRITY FINAL RULE

Category	Status	Compliance Date
Discretion in Taking Fiscal Action for Meal Pattern Violations	New Provision	Sept. 22, 2023
Return to a 5-year Review Cycle	New Provision	July 1, 2024*
Substitution of Local-Level Audits	New Provision	July 1, 2024
Completion of Review Requirements Outside of the Administrative Review	New Provision	July 1, 2024
Framework for Integrity Focused Process Improvements	New Provision	Sept. 22, 2023
Assessment of Resource Management Risk	New Provision	Sept. 22, 2023
Buy American Area of Review	New Provision	Sept. 22, 2023
School Food Authority Contracts with Food Service Management Companies	No Substantive Change	Aug. 23, 2024
Annual NSLP Procurement Training	New Provision	Aug. 23, 2024
Performance Based Reimbursement Reporting	New Provision	Sept. 22, 2023 First annual report due Oct. 30, 2024



* Prior to the compliance date, state agencies may continue to apply for a waiver of the current administrative review cycle

VERIFICATION SAMPLE TEMPLATES SUITE

Verification Information Request | Statement of Earnings

Purpose: This form is intended to be used when households need to provide proof of income as part of the eligibility verification process. It is completed by the household member's employer. *Skills are not required to submit this form when households are completing a household application for meals.*

Instructions:

1. The household member will record the employee's name in the designated space and give the form to the appropriate employer representative.
2. The employer will complete each blank, providing requested earnings information, employer contact information, signature, date, and return the form to the household member.
3. The household member will return the form to the school contact for the verification process.

Statement of Earnings Form
(To be completed by Employer)

This statement is to confirm that _____ received the following amount of gross income before taxes, social security insurance, and other deductions as taken from the paycheck _____

in _____ (Name of Employee)

\$ _____ (Amount of Paycheck) on _____ (Date of Paycheck)

Please check amount of time in the pay period covered by this paycheck:

Weekly
 Every two weeks
 Twice a month

Monthly
 Other _____

(Printed Name) _____ (Signature of Employer) _____ (Date)

(Employer Address) _____ (Employer Telephone Number)



It's Verification Season!

Verification Report Individual Household Form		
Household Information		Verification Selection
Household Name: _____		Date Selected: _____
Total Number of Household Members: _____		
Total Number of Enrolled Students: _____		
Selection Method		
<input type="checkbox"/> Basic (Error Prone) <input type="checkbox"/> Alternate Method 1 <input type="checkbox"/> Alternate Method 2		
Notification Selected for Verification		
1st Notice	2nd Notice	
Date Sent: _____	Date Sent: _____	
Response Due: _____	Response Due: _____	
Date of Response: _____	Date of Response: _____	
Confirmation of Income/Categorical Status (SNAP, TANF, or FDPIR)		
Confirmed Status of Household		
SNAP/TANF confirmed by		Income
<input type="checkbox"/> SNAP/TANF Office		Monthly Income: \$ _____
<input type="checkbox"/> Notice of Eligibility		Confirmed by
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Wage Stubs (Gross Monthly Income)
FDPIR confirmed by		<input type="checkbox"/> Written Documents
<input type="checkbox"/> Governing Agency Documentation		<input type="checkbox"/> Collateral Contacts
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Agency Records
		<input type="checkbox"/> Other: _____
Eligibility Confirmed		
<input type="checkbox"/> Eligibility Not Confirmed		
Verification Determination		
Change	Reason for Change	Notification of Change
<input type="checkbox"/> No Change	<input type="checkbox"/> Non Response	Date Notice Sent: _____
<input type="checkbox"/> Reduced-Price to Free	<input type="checkbox"/> High Income	
<input type="checkbox"/> Reduced-Price to Paid	<input type="checkbox"/> SNAP/TANF Eligibility Not Confirmed	
<input type="checkbox"/> Free to Reduced-Price	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Free to Paid		
Signature: _____		Date: _____

DON'T
FORGET YOUR
VERIFICATION
REPORT -
INDIVIDUAL
HOUSEHOLD
FORMS!

FOOD WASTE RESOURCE

- [Be a Food Waste Warrior](#)
 - K-12 lessons, activities, and resources
 - Slideshows
 - Posters



Slideshows: Understanding Food Waste

Use these slideshow lessons to introduce your students to the importance of reducing food waste. Teacher notes are built right in! Designed for K-5 and 6-12.

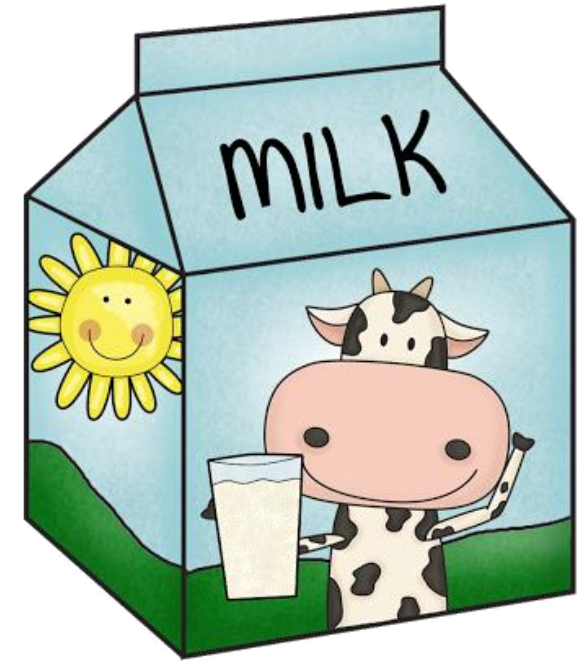
1.3 billion tons of food is wasted each year. Wasted food means a loss of natural resources used for growing, processing, packing, transporting, and marketing as well. These slideshows teach students about why food waste matters and what they can do to help reduce it.



DON'T GOT MILK?

WONDERING WHAT TO DO DURING A MILK SHORTAGE?

- Serve another form of fluid milk - shelf-stable
- Look into bagged milk for self-serve (ask your vendor)
- Notify TDA via email (coming soon) - 2-step process:
 - Email CE name and ID, program operated, sites affected, start date of non-compliance, milk vendor, justification, efforts to provide sub, AR date
 - Email once milk service is resumed and complete **Milk Component Deviation Form** (coming soon)



USDA FOODS SY24-25 CATALOG SURVEY

- It's your turn to provide feedback on what items are available for commodity ordering next school year
- Complete this survey by the end of October:
 - <https://www.jotform.com/form/193514455142051#preview>



WAREHOUSE FEE REIMBURSEMENT

- TDA is getting ready to reimburse for SY22-23 warehouse storage and distribution fees
- TDA does not have enough money to reimburse the full amount and will focus on distribution fees



WHAT DO FISHERMEN SAY ON HALLOWEEN?

TRICK-OR-TROUT!



CALLS OF THE MONTH



IF I'M CEP, WHAT I'M I SUPPOSED TO DO FOR THE VERIFICATION REPORT?



October 31st count



Nov 1st - verification [jotform](#) opens up



When you get to Section 5 of the Verification Report, you will indicate that you are CEP (exempt from verification), review your responses, and submit!

All CEs must report Section 5.

Verification activities are NOT required for:

- schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children;
- RCCIs which do not have day students;
- schools electing the Community Eligibility Option;
- schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., nonpricing programs claiming only the paid rate of reimbursement);
- all schools are Provision 2 schools in a NON BASE year;
- schools which do not have any free or reduced price eligible students

Do any of the above apply to ALL schools and/or RCCIs in your CE? *

- No
 Yes

5-1. Check the box if ALL schools and/or RCCIs are exempt from verification. *

- Checked: I confirm that ALL schools and/or RCCIs are exempt from verification.
 Not Checked

* You are reporting that ALL schools and/or RCCIs are exempt from verification.

If this is accurate, the remaining fields in Section 5 are not required. **Please proceed to Review My Responses.**

SECTION 5

HOUSEHOLD APPLICATION VERIFICATION



WHAT IS THE
DIFFERENCE
BETWEEN MY
WBSCM
STUDENT ID #
AND MY
WBSCM
TRAINING
LOGIN/
PASSWORD?

- *WBSCM student ID#*
11CEID01165Roberts
(Region #)CEID(CEID#)(Last Name)
- *Training Login*
TXNTRN+Green11User9@gmail.com
- *Training Password*
wbscmtexas001



WHY CAN'T I
GET MY
WBSCM
TRAINING
LOGIN TO
WORK?

- Check your day
 - The training environment is closed on Mondays and Fridays
- Are you logged in under FFAVORS?
 - Log out completely from FFAVORS
 - Close your browser
 - Clear your cache
 - Try it again!

IF I MISS
ONE OF THE
TUESDAY
WBSCM
TRAININGS,
CAN I MAKE
IT UP?

- 6 mandatory WBSCM trainings
- Register on the ESC11 [website](#)
- 1 person from each district must complete the training series to receive a login/obtain access to WBSCM
- If you miss a training, let us know ASAP
- Virtual makeup sessions on November 14 at 9 a.m. and 2 p.m.

WHY DO WITCHES WEAR NAME TAGS?

SO THAT THEY CAN TELL WITCH IS
WHICH!



A CLOSER LOOK:

DOD JOTFORM





DoD Opt- In Jotform - Information Sheet

Do you want to participate in the DoD program for school year 2024-2025?

- Yes
 No

CONTRACTING ENTITY INFORMATION

Contracting Entity (CE) Name: *

Name of school district, charter, RCCI or private school as shown in TX-UNPS

CE Identification Number

5-digit number used in TX-UNPS

WANT TO USE FFAVORS NEXT YEAR?

THIS MESSAGE IS FOR YOU!

- Complete the [DoD jotform](#) no later than close of business on October 31
- You WILL NOT complete a contract packet in TX-UNPS this year because we are switching to WBSCM



Do you have any Delivery Sites that need to be added or revised into FFAVORS?

- YES
- NO

If yes, please email TDA @ commodityoperations@texasagriculture.gov with the following information.

CE ID

CE Name

New Delivery Site (If Applicable)

- New Delivery Site Name
- New Delivery Site Address

New Primary Contact Informaton (If Applicable)

- Name of Primary Contact
- Phone number
- Email

Food Nutrition Director Signature

Entering the Food Nutrition Director's name in these fields serves as an electronic signature.

Signature of Food Nutrition Director

First Name

Last Name

Email

example@example.com

Phone Number

Area Code

Phone Number

Date



Date

Submit

What do ghosts say
when something is really
neat?

Ghoul!



IMPORTANT DEADLINES



October 31

- Attachment B Uploads due
- Official count of enrolled students for *verification*
- DoD/Locally Grown Opt-in Form due

November 1

- Verification* Report [Jotform](#) opens

November 15

- Federal *Verification* Process Deadline

November 28

- CE submission of *Verification* Report is due in jotform

December 1

- All new FSMC contracts (RFPs) due

CN Training Schedule

| FALL 2023



Updated 8/18/2023

JULY 2023

24	Eligibility (Virtual)	1–3 p.m.
25	Eligibility	9–11 a.m.
26-27, 31	Food Safety for Child Nutrition (& ServSafe Exam)	8:30 a.m. – 3:30 p.m.

AUGUST 2023

9	Administrative Review	9 a.m. – Noon
---	-----------------------	---------------

SEPTEMBER 2023

6	Procurement Review	9 a.m. – Noon
13	Verification (Virtual)	1:30–3 p.m.
28	Fall Directors' Meeting	9 a.m. – 3 p.m.

OCTOBER 2023

3	RA101 – WBSCM Getting Started (Virtual)	9–10 a.m.; 2–3 p.m.
9	Meal Pattern	8:30 a.m. – 3:30 p.m.
10	RA102 – WBSCM Entitlement (Virtual)	9–10 a.m.; 2–3 p.m.
11-13	Writing, Updating, and Revising a HACCP Plan	8:30 a.m. – 3:30 p.m.
17	RA103 – WBSCM Requisitions (Virtual)	9–10 a.m.; 2–3 p.m.
24	RA001, RA002, RA003 WBSCM Fundamentals	9–11 a.m.; 2–4 p.m.
26	The Monthly Rewind (Virtual)	2–3 p.m.
31	RA105 – WBSCM Account Setup (Virtual)	9–10 a.m.; 2–3 p.m.

NOVEMBER 2023

7	RA106 – WBSCM Reports (Virtual)	9–10 a.m.; 2–3 p.m.
9	The Monthly Rewind (Virtual)	2–3 p.m.
14	Makeup WBSCM/Office Hours (Virtual)	9–10 a.m.; 2–3 p.m.
15	Menu Planning & Food Allergies/Special Dietary Needs	8:30 a.m. – 3:30 p.m.

DECEMBER 2023

6	Fundamentals of USDA Foods	8:30 a.m. – 2:30 p.m.
---	----------------------------	-----------------------



For more information, contact the Child Nutrition Program at (817) 740-7545. *Schedule is subject to change. Please visit www.esc11.net/childnutrition for the most current information.*

This product was funded by the USDA.

TRAINING SCHEDULE/ CLASSES

The SY23-24 ESC
Region 11 Child
Nutrition training
schedule is here!

Copies available

Also available online

CLASSES & REMINDERS



UPCOMING REGION 11 CLASSES



- **OCTOBER 31** - RA105 WBSCM Account Setup (virtual)
- **NOVEMBER 7** - RA106 WBSCM Reports (virtual)
- **NOVEMBER 9** - The Monthly Rewind (virtual)
- **NOVEMBER 14** - WBSCM Makeup Session/Office Hours (virtual)
- **NOVEMBER 15** - Menu Planning & Food Allergies/Special Dietary Needs

Sign up [here](#).

WBSCM TRAINING PLAN

- Choose AM or PM Track:
 - 9 a.m.
 - 2 p.m.
- Virtual training (Zoom)
- ALL 6 classes are **REQUIRED** for access to WBSCM for SY24-25
 - Entitlement allocations will begin in January 2024

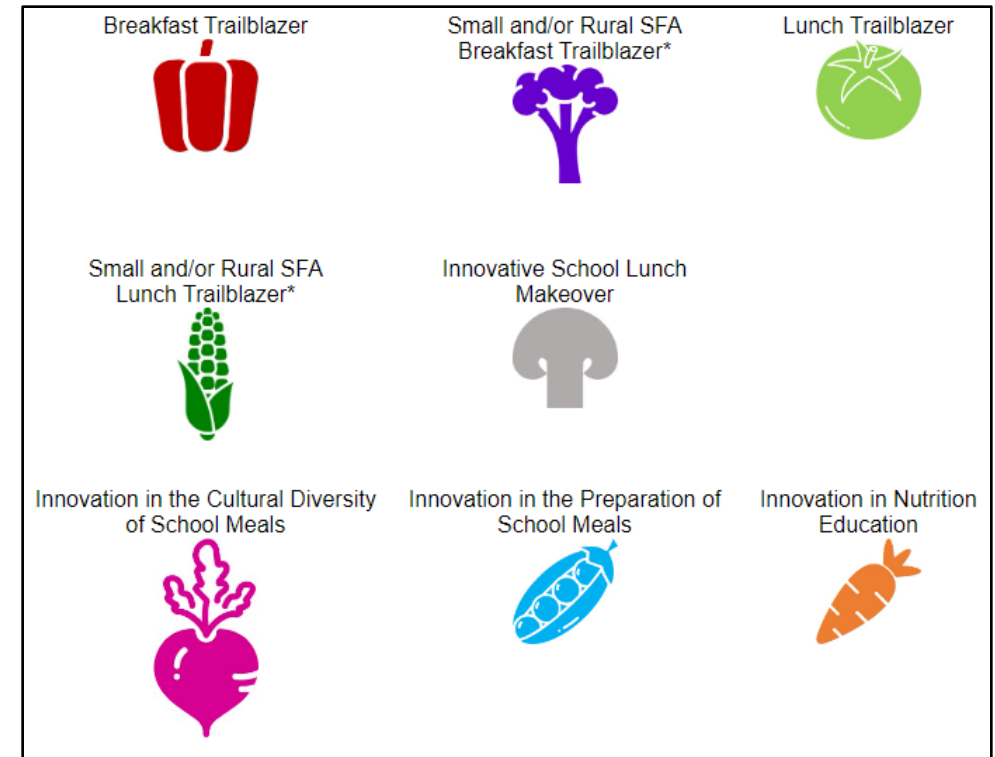


WBSCM TRAINING PLAN

DATE	CLASS TITLE	PRESENTER
October 3	RA101 - WBSCM Getting Started	Tamika Figgs
October 10	RA102 - WBSCM Entitlement	Elisha Bury
October 17	RA103 - WBSCM Requisitions	Elisha Bury
October 24	RA 001 Entitlement, RA 002 Menu Planning, RA 003 Forecasting (WBSCM Fundamentals)	Tamika Figgs
October 31	RA 105 - WBSCM Account Set Up	Wendy Pyne
November 7	RA106 - WBSCM Reports	Heather Morris
November 14	Makeup day	NSLP Team

HEALTHY MEALS INCENTIVES RECOGNITION AWARDS

- Spotlights best practices, student and community engagement, and strategies
- Applications opened June 30, 2023 and close June 30, 2025
 - Applications reviewed on a rolling basis



Chef Ann Foundation Grant Opportunity



A program of the
Chef Ann Foundation

PLANTS will fund 8
projects

Grant awards:
\$500,000 - \$600,000 each

[Register](#) for the
zoom webinar on Monday,
October 30th at 11am to
learn more!

2024 TEXAS ASSOCIATION FOR SCHOOL NUTRITION

January 29-31
Horseshoe Bay Resort



UNLEASHING POTENTIAL
GROWING TOGETHER
2024 TASN PCS

NEED A REFRESHER ON CONTRACT MANAGEMENT?

- Watch a recording from Keri Warnick from the Multiregion Purchasing Coop!
- Check out other videos from this series:
 - [“Watch the Evaluating & Awarding a Bid” Video](#)
 - [“Peruse the Procurement Tools Folder”](#)
 - [“Watch the Writing a Solicitation Video”](#)
 - [“Watch the Spotlight Series – Planning & Forecasting” Training](#)



[\(3\) Spotlight Series Contract Management - YouTube](#)

What do vegetarian zombies eat?



GRAAAAINS!



FIELD REPORT





In partnership with



- Congratulations to **MILLSAP ISD** for being awarded a \$150,000 grant for the [Healthy Meals Incentives](#) Grant for Rural School Food Authorities!

MILLSAP ISD

Ahna Delgado,
Child Nutrition
Director

GRAPEVINE- COLLEYVILLE ISD

First-annual chef-led
Summer Cooking Camp

Featured items:

- dumplings
- cookies
- ice cream
- egg rolls
- sauces



[Summer cooking camp has students learning all things culinary - NBC 5 Dallas-Fort Worth \(nbcdfw.com\)](https://www.nbcdfw.com)

Julie Telesca

Grapevine Colleyville ISD

Golden Foodservice Director of the Year Award


**Basic American
Foods**

FAME award

- Foodservice
- Achievement
- Management
- Excellence





 thecrossingcafe_misd • [Follow](#) • ⋮

 thecrossingcafe_misd #STAAR testing starts today across the district. We wish all our students the best of luck! #YouGotThis 😊
11w

13 likes
APRIL 18

[Log in to like or comment.](#)

MANSFIELD ISD

- Step up your STAAR testing game with this breakfast idea

White Settlement ISD at TASN!





AMERICA'S HEALTHIEST SCHOOLS

EAST FORT WORTH MONTESSORI

- Named one of America's Healthiest Schools for 2023 by Alliance for a Healthier Generation!
- Implemented policies and practices to promote health and well-being in 1 of 9 topics

DENTON ISD

- Started a cooking club!
- Focused on whole grains this month



dentonisdchildnutrition • Follow ...

announce that we have a Cooking Club! Thank you to the students of Sandbrock Elementary School for participating and making our Cooking Club interactive, educational and fun! This month we focused on whole grains and made pinwheels (complete with a recipe to take home!). @sandbrock.ranch.elementary

#foodscience #foodisfuel
#cookingclub #childnutrition
#education #schoolfood
#schoolmealsthatrock

3w



sminegas @hgvenegas look at the instructor of this cooking class! ❤️

3w 1 like Reply

— View replies (1)



32 likes

SEPTEMBER 22

Log in to like or comment.



northwestisdfoodservice • Follow ...



northwestisdfoodservice Today at Nance Elementary, students sampled Chipotle Cheesy Bean Nachos - next weeks Limited Time Offer! This delicious vegetarian blend of nacho goodness was a hit! 🥘
Northwest ISD Aramark Student Nutrition

4w



13 likes

SEPTEMBER 15

Log in to like or comment.

NORTHWEST ISD

- Sampling new vegetarian options for students



BRAG ON YOUR PROGRAM!

- Tell Patti all about it
- Photos, blurbs, links, videos, etc.
- padams@esc11.net

**YOUR GREATEST
HITS!**



What is a
monster's
favorite
cheese?

Muenster



Questions





**THANK YOU FOR
ATTENDING**



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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/ad-3027.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:

1. mail:

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

2. fax:

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

3. email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.