





Student Success and Wellness Bureau NMPED

## Fresh Fruit & Vegetable Program

A federally assisted program aimed at increasing children's acceptance and consumption of FRESH fruit & vegetables by providing a variety of free produce to students at participating elementary schools during the school day.

#### **FFVP GOALS**

Increase the variety of fresh produce that children experience.

Teach kids to enjoy unprocessed produce and increase consumption.

- It can take up to 15 exposures to a new food before acceptance is enhanced.
- Pair old favorites with new produce.

Make a difference in children's diets to impact their present and future. Help to encourage healthier food choices and eating habits.



## **Program Administration**

### **School Selection Criteria**

- Must be an elementary school
- Represent the highest percentage of students certified for free and reduced-price benefits
- Participate in the NSLP
- Complete an annual FFVP application
  - Late or incomplete applications will not be accepted.

#### Funds are awarded are based on an allocation of \$50-\$75 per student

- Plan to spend your entire allocation
  - Grant funds are utilized to purchase fresh fruits and vegetables and cover program operations and administration.
  - FFVP funding operates on a federal fiscal year: Oct 1-Sept 30



## School Selection Criteria



New Mexico PED reserves the right to remove a school's application from consideration when:

- The school fails to meet the deadline for application completion
- The school does not have the support of its administration
- There is concern with the school's administration of another Child Nutrition program
- If a school cannot properly operate the FFVP despite previous support and technical assistance offered from NMPED



### **DAILY OPERATIONS**

#### WHAT, WHEN & WHERE TO SERVE

WHAT to Serve:

- VARIETY of FRESH fruits and vegetables in their *natural state* and *without additives*.
  - Introduce different varieties of apples, pears, melon, squash, peppers, etc.
  - The produce served should be easily recognized for what it is.
- The FFVP limits the service of "prepared" produce.
  - Cooked fresh fruit or vegetables to no more than once a week and ONLY when included as part of a nutrition education lesson.
- The FFVP limits serving dips with vegetables.
  - If dip for vegetables is provided, it must be fat-free, low-fat or low-fat yogurt-based.
  - Dips must be kept to "serving size" for condiments: 1-2 tablespoons



### **DAILY OPERATIONS**

#### WHAT, WHEN & WHERE TO SERVE

### WHERE

 Somewhere the fruit and vegetable snack can be consumed easily. Some places to serve might include classrooms, from carts or stands in the hallway, a special kiosk or outside

### WHEN

- Outside of the NSLP and SBP meal service periods.
- Not before or after school.
- At LEAST twice a week
- May use multiple distribution times maximize participation.
- Not during summer school sessions.





# Planning for Operation

Selected schools receive reimbursement for the cost of making free fresh fruits and vegetables (FFV) available to students during the school day.

- •These FFV must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official day
- •All schools that participate in the FFVP are *required to widely publicize* within the school the availability of free fresh fruits and vegetables



Establish who will be responsible for:

- Coordinating the Program/Communication
- Planning (menu & budgeting)
- Ordering and delivery
- School storage and distribution
- Clean up
- Claim submission



Principal –ensure program guidelines are met
Cafeteria Manager –prepare and deliver produce
Custodial staff –manage trash disposal
Nutrition team –create nutrition education materials
Teachers –provide nutrition education lessons
Media Specialist –announcements and newsletter
PTA Specialist–solicit volunteers for preparation and delivery



Your school decides when, where, and how you want to implement the FFVP, and what mix of fresh fruits and vegetables you want to offer to your children

Every effort to provide FFVs a minimum of twice a week as repeated exposure to new foods is a key to acceptance

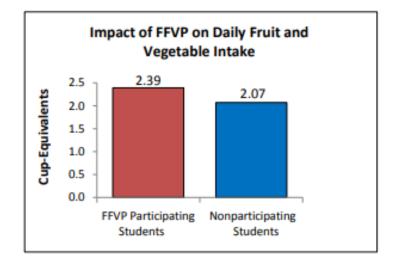
Try offer fun and exciting complementary nutrition education



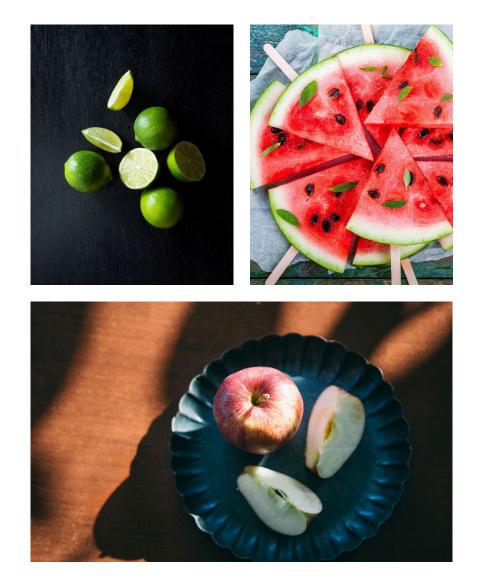
## **Evaluation of the FFVP**

Based on a study of the FFVP, results found that FFVP students consumed more fruits and vegetables than non-participating students.

- Students consumed approximately one-third of a cup more fruits and vegetables than non-participating students
- The 1/3 (0.32) cup increase consumed was mostly fruits (.26 cups) rather than vegetables (.06 cups).



Bartlett S., Olsho L., Patlan K.L., Blocklin M., Klerman J., et al. (2013). Evaluation of the Fresh Fruit and Vegetable Program (FFVP). Prepared by Abt Associates under Contract No. AG-3198-D-09-0053. Alexandria, VA: U.S. Department of Agriculture, Food and Nutrition Service. Project Officers: Karen Castellanos-Brown and Allison Magness. URL <u>https://fns-prod.azureedge.us/sites/default/files/FFVP\_Summary.pdf</u>



## **Best Practices**

The techniques you use to distribute fruits and vegetables will depend on a number of factors. Consider grade level, maturity of your students, time available to eat the fruit and vegetables, time required for preparation and service of fresh fruits and vegetables, extra clean-up, garbage concerns and staffing

- Remember to tell your student *the name* of the fresh fruit and vegetable given
- Offer FFVs as diced, sliced or cubed. This allows the chance for students to experience the taste or texture. Beware of choking hazards foods for young children (ex. grapes, cherry tomatoes)
- Fresh fruits and vegetables should not be given to students as they leave for the school day.

## **FFVP Production Record**

#### School Food Authorities participating in the FFVP are required to complete production records

EDUCATION DEPARTMENT FRESH FRUIT & VEGETABLE PROGRAM (FFVP) UNITED STATES DEPARTMENT OF AGRICULTURE				District: NEW MEXICO School District School Name: Roadrunner Elementary Month: October Prepared By: Partnerships (optional): Grade Level: K-6					
WEEK PERIOD	FRUIT/VEGETABLE SNACK (INCLUDE DIPS)	PORTION SIZE (1 each, ¼ Cup, etc.)	LEFTOVERS (cases, lbs. itemized, etc	., #YC	# SERVED	NUTRITION EDUCATION LESSON	SERVING TIME	COMMENTS	
10/3/23	Bartlett Pear	1 each-sliced		98	4	-	2:00pm		
10/5/23	Green Bell Pepper	1/2 cup		99	4		2:00pm		
10/10/23	Baked yellow squash	1/2cup		91	4	Yellow Squash Lesson	2:00pm		
10/12/23	Blood orange	1 each- Sliced		84	4		2:00pm		
10/17/23	Bosc Pear	1 each-sliced		95	4		2:00pm		
10/19/23	Ruby Red Grapefruit	1/2 each- Sliced		86	4		2:00pm		
10/24/23	Watermelon	1 cup- cubed		98	4		2:00pm		
10/26/23	Kumquat	1 each-diced		92	4		2:00pm		
10/31/23	Baked pumpkin	1/2 cup		92	4	Pumpkins-ICAN	2:00pm		
classroom setti ** Nutrition Ed	fined as a teacher(s) who is di ng. ucation is a required compone <i>is an equal opportunity provia</i>	ent of the program.	or serving the fr	ruit or veg	etables to their	students in a	FRUIT VEGETABI	Public Education Depa	

Teachers play a valuable role in modeling
positive eating habits by consuming fruits
and vegetables along with students

Only teachers who are directly responsible for serving the fruit/vegetable to their students in a classroom setting may partake of the fruit and/or vegetable

## **Utilizing Full Year Allocation**

### Establish a monthly budget to assist you in tracking funds and ensure timely expenditures of program funds

- Do not overspend: using all funds by mid-year and ending the program. Not enough time to introduce a variety of fresh fruit and vegetables.
- Do not underspend: not expending enough funds by end of school year. This could result in not being funded for the new program year.

#### FFVP should be presented every month throughout the school year

• This creates structure for students.

#### FFVP runs on federal fiscal year: October 1– September 30

 Best practice to expend 100% of current funds by June 30 so there is no question of "carryover." There is some difficulty due to difference of federal and state fiscal years.



# **FFVP Claims**

### **FFVP Claims**

#### **Claim Information**

Claims will be submitted on the <u>New Mexico Student Nutrition Portal</u>

- Reimbursement claims are due on the 10th, following the claim month
  - Example: October claim will open November 1<sup>st</sup> and be due November 10<sup>th</sup>
- Submit monthly claims showing monthly expenditures
  - Both invoices and an expenditure report must be attached to the claim

Per USDA CFR 211.9(4)(c), School Food Authorities cannot submit more than one monthly claim at a time

Best Practice: Submit your FFVP Claims along with your NSLP Claims

## Allowable Expenditures

#### **Operating costs**

- Fresh fruits and vegetables
- Fresh (not canned, frozen or dried) vegetables not normally eaten raw can be cooked as part of a nutrition education lesson no more than once per week
  - Low-fat and non-fat dips for vegetables
- Non-food items
  - Delivery charges
  - Paper supplies: napkins, plates/boats, soufflé cups
  - Cutting boards and knives
  - Serving bowls and trays
  - Cleaning supplies
  - Trash bags
  - Small carts
- Wages/salaries and benefits for employees who perform program tasks such as washing, chopping produce, preparing trays, distributing produce to classrooms, setting up stations, vending machines, and cleanup

#### **Administrative costs**

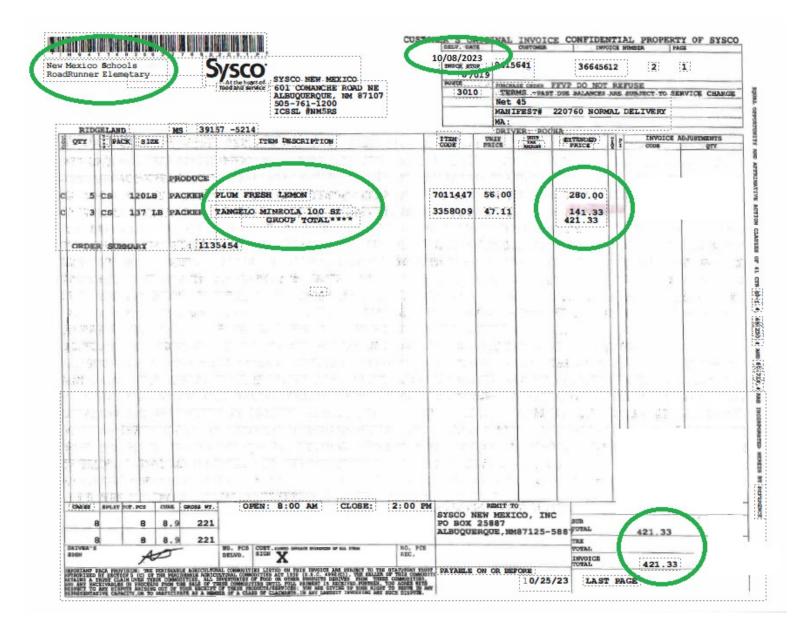
- Up to 10% of total grant award. Schools must not exceed this limit
  - Wages/salaries and benefits for employees who perform administrative tasks for the FFVP such as financial reporting, order produce, track inventory, writing menus, and coordinating nutrition promotion activities

Most of the FFVP funds must go toward purchasing fresh fruits and vegetables.

### Example Invoice

Before approval of claim, some important parts are reviewed:

- Ensuring only allowable expenditures are claimed
- Delivery date matches claim month
- No unallowable expenditures are included



## **Unallowable Expenditures**

#### Food items

- Canned, frozen, dried, vacuum-packed fruits/vegetables or fruit/vegetable juice
- Fruits/vegetables with real or artificial flavorings and/or preservatives (except ascorbic acid)
- Fresh herbs served with fruit, however, fresh herbs may be served with vegetables
- Grapples, edible flowers, dried herbs, raw sprouts, commercially-prepared salsa
- Smoothies, parfaits, fruit or vegetable pizza
- No foods—such as peanut butter, cottage cheese, nuts, trail mix, or granola—can be served or claimed with fruits or vegetables

#### Nutrition education materials or equipment

• Example: printing and crafting materials, posters, etc.

#### School garden equipment

• Example: seeds, tools, etc.

#### Classroom refrigerators

- Promotional items or marketing materials
  - Includes postage

#### Field trip activity costs

- Field trip transportation
- Charges for fuel surcharge



## Late Submission

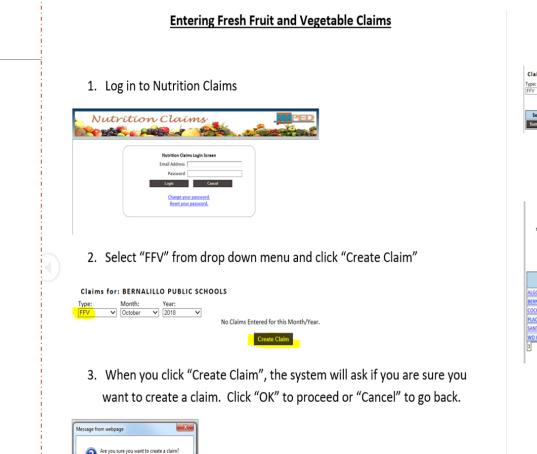
#### **Claim Information**

Monthly claims for reimbursement shall be submitted by the SFAs to the State Agency not later than 60 days following the last day of the full month covered by the claim in accordance with CFR 211.9 of the proposed rule

Claims not submitted within 60 days shall not be paid with program funds unless FNS determines than an exceptions should be granted

his action cannot be reversed

OK Cancel



4. Now that the claim has been created, click on "Site Claim" to enter claim information for each site.

Claims f	or: BERNAI	LILLO PU	BLIC SCHOOLS				
Type: FFV	Month:	Year:					
FFV	✓ October	✓ 2018	~				
			Claire Week		B		
			Claim Work	Started for Month/Year	Requested		
Select	Site Claims	Adjust	Amount	Last Updated	Submit Date	Status	Original
Summary	Site Claims	Adjust	\$0.00	11-02-2018		In Progress	True
	<u> </u>						

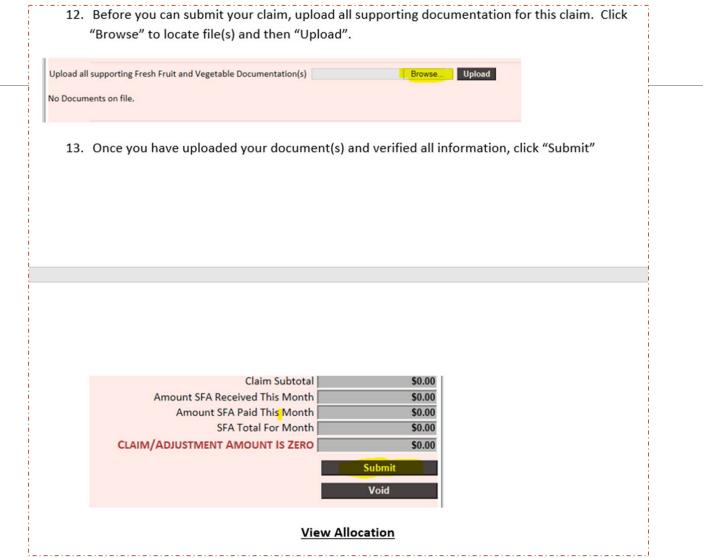
 Click on each individual site to start entering claim information. For this example, Algodones Elementary was selected.

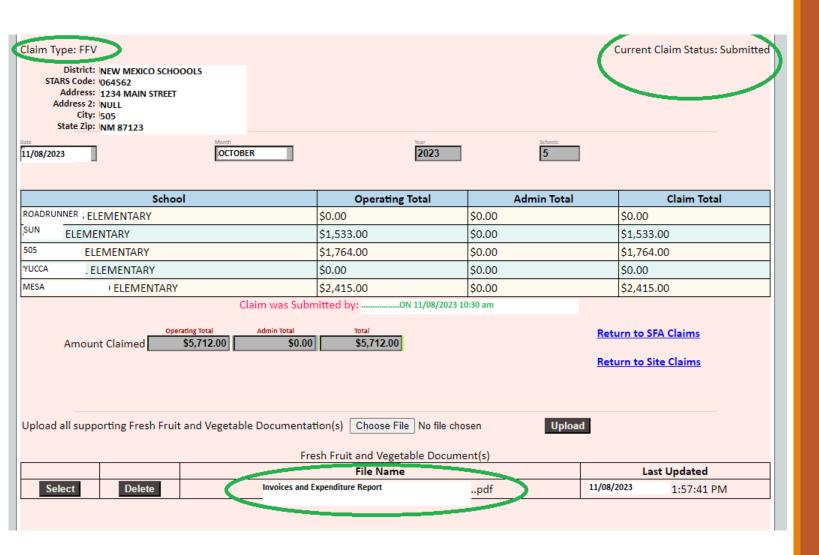
District: BERNAULEO PUELIC SCHOOLS STARS Code: 05000 Address: 506 S. CAMINO DEL PUEBLO Address 2: NULL City: Bernaillio State Zip: NM 87004			\$0.02 Differential: Yes Meal Pattern Certified: Yes Cumulative F. Percentage: Not Available Seamless Summer: Yes
•	ool Listing for This Dis	trict Date	
School/Site	Amount	Entered	Comments
ALGODONES ELEMENTARY	\$0.00	11/2/2018	
BERNALILLO ELEMENTARY	\$0.00	11/2/2018	
COCHITI ELEMENTARY	\$0.00	11/2/2018	
	\$0.00	11/2/2018	
PLACITAS ELEMENTARY	30.00		
PLACITAS ELEMENTARY SANTO DOMINGO ELEMENTARY	1	11/2/2018	

6. Check "Operating Expenses" to enter operating cost for Algodones Elementary.

FFV Octob District: BERNALILLO PUBLIC SCHOOLS STARS Code: 061000 Address: 260 S. CAMINO DEL PUEBLO Address 2: NULL City: Bernalillo	er - 2018		50.02 Differential: Yes cal Pattern Certified: Yes tive F/R Percentage: Not Available Seamless Summer: Yes	
State Zip: NM 87004 Eligible School Listi	ng for This Distri	ict		
School/Site	Amount	Date Entered	Comments	
ALGODONES ELEMENTARY		1/2/2018		
BERNALILLO ELEMENTARY	\$0.00 11	1/2/2018		
COCHITI ELEMENTARY		1/2/2018		_
PLACITAS ELEMENTARY		1/2/2018		-
SANTO DOMINGO ELEMENTARY WD CARROLL ELEMENTARY		1/2/2018 1/2/2018		-
Fruits	d vegetables. Including	the labor neede	d for the service and preparation o	of
the produce and non-food supplies)	ys, trash bags, etc. snacks	the labor neede	d for the service and preparation (	of
the produce and non-food supplies)   Fruits  Vegetables Non-fat dip for vegetables only Nonfood supplies items like napkins, paper plates, serving bowls and tra Labor cost for staff who prepare and serve the Fresh Fruit and Vegetable Operating Cost:	ys, trash bags, etc. snacks ve			of
the produce and non-food supplies)   Fruits  Vegetables  Non-fat dip for vegetables only  Nonfood supplies items like napkins, paper plates, serving bowls and tra Labor cost for staff who prepare and serve the Fresh Fruit and Vegetable Operating Cost:	vs, trash bags, etc. e snacks nder each cat ative Cost" ir	tegory ar n the ann	nd click "Save" nual application, ar	
the produce and non-food supplies)   Fruits  Vegetables  Non-fat dip for vegetables only  Nonfood supplies items like napkins, paper plates, serving bowls and tra Labor cost for staff who prepare and serve the Fresh Fruit and Vegetable Operating Cost:  T. Enter dollar amount in text box ur  8. If the site has selected "Administr	vs, trash bags, etc. e snacks nder each cat ative Cost" ir isible under (	tegory ar n the ann	nd click "Save" nual application, ar	

Claim Type: FFV				Current Claim Status: In Progress	
District: BERNALILLO PUBLIC SCI STARS Code: 061000 Address: 560 S. CAMINO DEL PUI Address 2: NULL City: Bernalillo State Zip: NM 87004					
11/06/2018	October	2018	6		
School		Operating Total	Admin Total	Claim Total	
ALGODONES ELEMENTARY		\$0.00	\$0.00	\$0.00	
COCHITI ELEMENTARY		\$0.00	\$0.00	\$0.00	
PLACITAS ELEMENTARY		\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
BERNALILLO ELEMENTARY		90.00	30.00	\$0.00	l i
		\$0.00	\$0.00	\$0.00	
WD CARROLL ELEMENTARY		\$0.00 \$0.00 I by: KRISTINA FERNANDEZ	\$0.00 \$0.00 Dn 11/2/2018 4:36:26 PM	\$0.00 \$0.00 Return to SFA Claims	
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## **Best Practice**

-Ensure Current Claim Status reads "Submitted", Not "In Progress"

-Attach the invoice(s) and expenditure report

-Print and file accordingly

### **View Allocation**

#### View Allocation

1. To view allocation information, click "Allocation" from the site screen.



2. Select site by clicking the link under the operating allocation to view allocation for the site.

	School/Site	Operating Allocation	Admin Costs?		Total Allocation
ALGODONES ELEM	ENTARY	\$7,126.00	False	\$0.00	\$7,126.00
COCHITI ELEMENT/	ARY	\$9,018.00	False	\$0.00	\$9,018.00
BERNALILLO ELEMI	ENTARY	\$18,344.00	False	\$0.00	\$18,344.00
WD CARROLL ELEN	IENTARY	\$15,704.00	False	\$0.00	\$15,704.00
SANTO DOMINGO	ELEMENTARY	\$10,162.00	False	\$0.00	\$10,162.00

3. This will display your remaining allocation and what has been claimed so far.

Fresh Fruit and Vegetable Program Allocation Period: October through September					
School/Site	Operating Allocation	Admin Costs?	Administrative Allocation	Total Allocation	
ALGODONES ELEMENTARY	\$7,126.00	False	\$0.00	\$7,126.00	
COCHITI ELEMENTARY	\$9,018.00	False	\$0.00	\$9,018.00	
BERNALILLO ELEMENTARY	\$18,344.00	False	\$0.00	\$18,344.00	
WD CARROLL ELEMENTARY	\$15,704.00	False	\$0.00	\$15,704.00	
SANTO DOMINGO ELEMENTARY	\$10,162.00	False	\$0.00	\$10,162.00	

#### ALGODONES ELEMENTARY (Total Allocation)

Year	Month	Operating Expense	Admin Expense	Claim Total	Claim Status
2018	October	\$0.00	\$0.00	\$0.00	In Progress

Remaining Operating Balance: \$7,126.00

Remaining Admin Balance: \$0.00

Print THIS Screen Return to SFA Claims Return to Site Claims

## Recordkeeping/Monitoring

#### **Review all claims submitted to ensure:**

- Majority of funds are used for fresh produce
- Equipment purchases are under 10%
- Labor and non-food costs are minimal

If selected for Administrative Review, the FFVP will be reviewed as well

Excessive corrective action and findings can limit participation in future FFVP years

#### Maintain full and accurate FFVP records in your files

• Your school must keep these for a period of five years (after the end of the fiscal year to which they pertain)

# **FFVP Resources**





A Handbook for Schools

## **Resources-USDA**

Review Fresh Fruit and Vegetable: A Handbook for Schools

- Print and/or Save on Desktop
- Review often with new School Nutrition staff
- Fresh Fruit and Vegetable Program Resource Center | Food and Nutrition Service (usda.gov)

## Resources

#### Review Student Success and Wellness Bureau's Fresh Fruit and Vegetable Program webpage

Fresh Fruit & Vegetable – New Mexico Public Education Department

#### **FRESH FRUIT & VEGETABLE**

Home / Offices and Programs / Student Success & Wellness Bureau / National School Lunch Programs / Fresh Fruit & Vegetable

#### OVERVIEW:

Fresh fruit and Vegetable Program (FFVP) can be an important tool in our efforts to combat childhood obesity. The Program has been successful in introducing school children to a variety of produce that they otherwise might not have the opportunity to sample.

The various partnerships that Food and Nutrition Service and state agencies have developed in the public and private sectors, as well as the dedicated work of school administrators, have contributed to the overall success and acceptance of the program. FFVP is consistent with and supports the Institute of Medicine's recommendations to provide healthier snack choices in schools.

#### **RESOURCES:**

Parent Pickup - Waiver Request FFVP - SY21-22

#### SY21-22 NMPED State Oversight Waiver and Plan

- Fresh Fruit and Vegetable Claim Submission Webinar
  - Fresh Fruit and Vegetable Claims Instructions
  - Notes for FFVP
- PowerPoint Presentation-FRESH FRUIT AND VEGETABLE (FFVP)
- Fresh Fruit & Vegetable Allocation SY 19-20
- Fresh Fruit & Vegetable Allocation SY 18-19
- Production Record
- Fresh Fruit & Vegetable Checklist——-> Access the FFVP Handbook
- Fresh Fruit & Vegetable Educational Resource List
- Fresh Fruit & Vegetable Catalog
- Fresh Fruit and Vegetable Frequently Asked Questions
- Fresh Fruit & Vegetable Fact Sheet
- Fresh Fruit & Vegetable Handling Practices
- Fresh Fruit & Vegetable USDA Hand Book





Student Success & Wellness Bureau

Civil Rights Training

Education for Homeless Children and Youth Program

Limited English Proficient (LEP)

Universal Free Meals

National School Lunch Programs

Administrative Reviews

After School Snack

Breakfast After the Bell

Community Eligibility Program

Farm to School / New Mexico Grown

Food Service Management Company Contracts

## Resources

#### Seasonal Produce Guide – Nutrition Education Materials

• <u>Seasonal Produce Guide | SNAP-Ed (usda.gov)</u>



This guide can help you explore different fruits and vegetables throughout the year. Seasonal produce in your area will vary by growing conditions and weather. Remember, fresh, frozen, canned, and dried: fruits and vegetables are a delicious way to make every bite count!

•	<u>Spring</u> ⊖	Apples Apricots Asparagus Avocados Bananas Broccoli Cabbage Carrots Celery	Collard Greens Garlic Herbs Kale Kiwifruit Lemons Lettuce Limes Mushrooms	Onions Peas Pineapples Radishes Rhubarb Spinach Striawberries Swiss Chard Turnips

#### Service of "prepared" vegetables

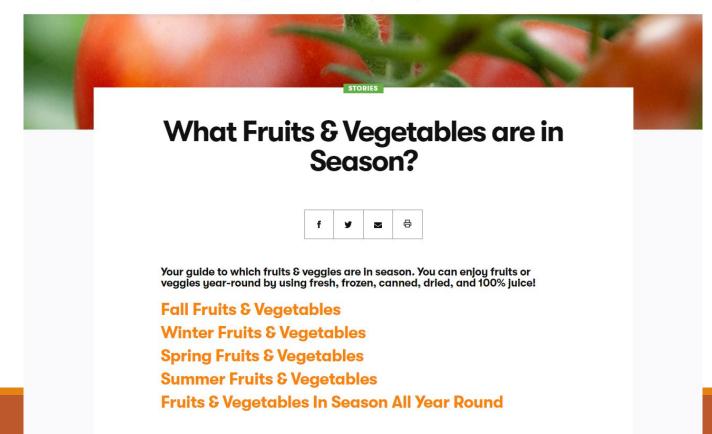
Fresh vegetables that are cooked, must be limited to once-a-week and must always include a nutrition education lesson related to the prepared item

## Resources

#### Produce for Better Health

What Fruits & Vegetables are in Season? - Have A Plant (fruitsandveggies.org)

Fruits & Veggies F&V Inspo Recipes Expert Advice Contributors



## **Contact Information**

Dara Livingston (505) 365-3124 dara.livingston@ped.nm.gov



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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: <u>https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</u>, 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

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