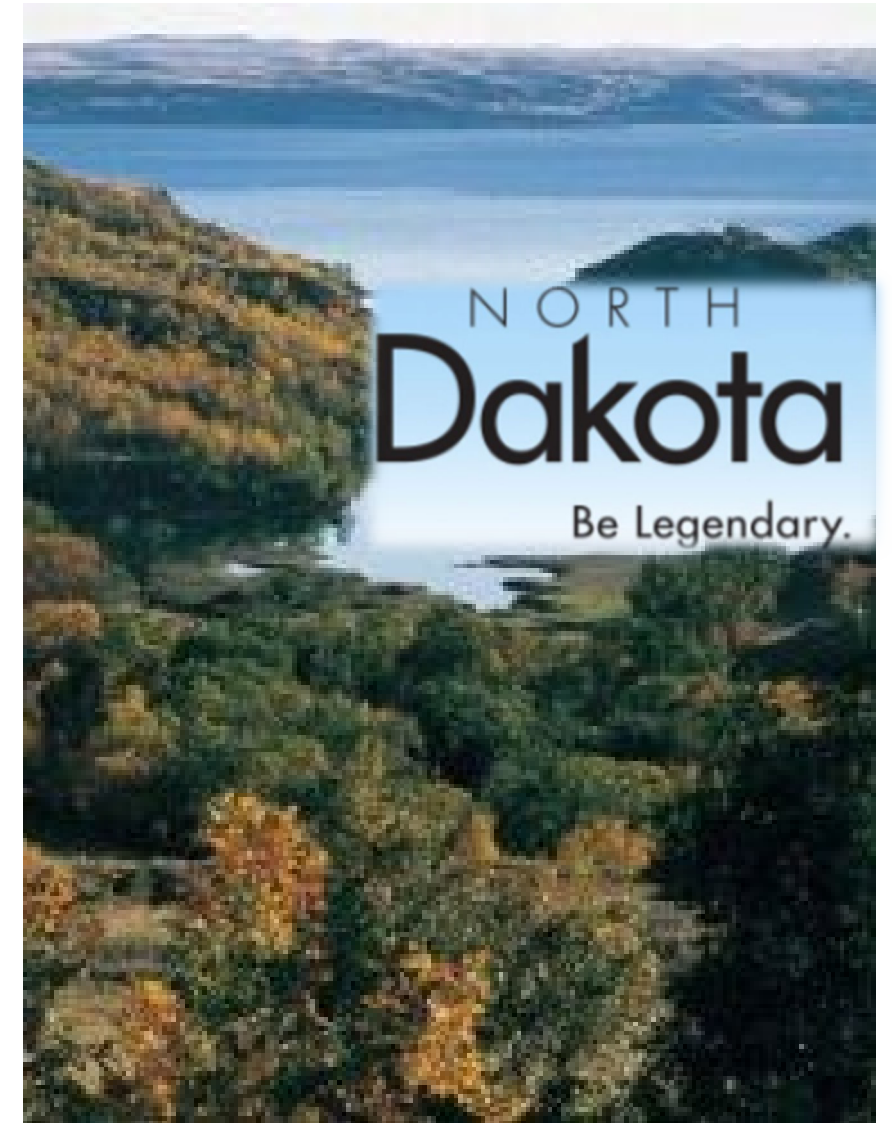




NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

ACROSS THE DESK

October 2025



Lake Sakakawea

AI Bot Rules for NDDPI Hosted Meetings/Webinars



"Please be advised that due to privacy concerns and potential legal implications, the use of external AI transcription tools is strictly prohibited in NDDPI meetings. If you wish to record a meeting for transcription purposes, please submit your request to the meeting organizer."

Agenda

- Any questions on Free/Reduced Process
 - 30 day carryover
 - Federal furlough
- Verification Process
- Fall 2025 Training and Updates
- Anything Else?

Happy National School Lunch Week!!

taste the world:
your school LUNCH passport!

National School Lunch Week | October 13-17, 2025

Send us your pictures!



Carryover Period

- Students previously determined as free or reduced can be carried over for 30 school days. (Count 30 days from the first day of school – not weekends or Labor Day)
- Use the most recent data available per student.
- Remember to reset the status back to paid (full-priced) after 30 days.

Federal Shutdown

- **Reapplication:**
 - Reduction in income
 - Increase in family members
- **From the Eligibility Manual, pg 61: *If current income is not a reflection of the amount of income that will be available to the household over the course of the school year...***
- **SP 19-2017: Reporting Annual Income on School Meal Apps**
 - The most accurate measure of a household's income

Two Different Types of Verification

Verification

- Once a year – starts Oct 1st
- Any **ERROR PRONE** application received by Oct 1st
- Confirmation review; notification of household; collect documentation
- Report findings starting Nov 15th
- **BEST Practice: Use the verification tracker tool**

Verification for Cause

- Anytime during the year
- Any application with questionable integrity
- Same process
- No report
- **BEST Practice: Clarify First!!**

Verification Tracker

ND Verification Tracker

Attach a copy of this tracker to each application for Verification

Household Name: _____ School Year: _____

Application Selected for (check one): ☐ Regular Verification Process or ☐ Verification for Cause

Number of Students on the Application: _____ Total Number of People in the Household: _____

Original Approval was (check one): ☐ Free based on SNAP/TANF/FDPIR ☐ Free based on Foster
☐ Free based on Income ☐ Reduced Price Eligible

Step 1: Confirming Official must review the application for accuracy, then sign and date the application. The Confirming official cannot be the same person as the Determining Official who made the original approval.

Results from Confirmation review: Confirming Official is: _____ Date of Second Review: _____

☐ No Change in Benefits from the original determination.

☐ Changed from Reduced to Free. Notify the Household of the increased benefits.

Change the eligibility status on the Benefit Issuance Document (Roster) within 3 days. Continue with verification process.

☐ Changed from Free to Reduced. Do not change benefits. Continue with verification process.

☐ Changed to Paid. For FNS 742 Verification Collection Report, 'Paid' is either State 225 (Exempt) or Denied - Paid

- Notify the Household. Record the Date that the letter was sent: _____ Change benefits after 10 calendar days of the Date that the letter was sent to the household.

Record the date that the eligibility status is changed on the Benefit Issuance Document: _____

Remove this application from verification. Select a new application for verification and restart the entire process.

Step 2: Send a Letter to the Household Selected for Verification.

Date Verification Notice Sent: _____ Date Response Due from Household*: _____

*If no response from household by due date, document the follow-up made either by letter, email or phone call.

At least one attempt to contact the household must be made when no or incomplete response is received.

Date Second Notice Made (or N/A): _____ Signature of Follow-up Official: _____

Date Documentation is Received from Household: _____

Step 3: Verify the application information from the documentation sent by the household.

Verification Official is: _____ The verification official can be either the same person who did the original approval, the confirming official or even a third person. Remember all information must remain confidential.

Step 4: Record the verification results.

☐ No Change in benefits, Free

☐ No Change in Benefits, Reduced

☐ Changed from Free to Reduced

☐ Changed from Reduced to Free

☐ Responded, Changed from Free to Paid

☐ Responded, Changed from Reduced to Paid

☐ State 225 (Exempt) or Paid

☐ State 225 (Exempt) or Paid

☐ No Response, Changed from Free to Paid

☐ No Response, Changed from Reduced to Paid

Step 5. Send Results of Verification notice to Households

Date Notice letter was sent: _____

(Verification is considered complete when the household is notified of the outcome.)

☐ Reduced changed to Free. Send Notification of Change in Benefits letter. Attach a copy of the letter to this form.

Change eligibility status on Benefit Issuance document within 3 operating days of date letter was sent.

☐ Free changed to Reduced. Send Notification of Change in Benefits letter. Attach a copy of the letter to this form.

Change eligibility status on Benefit Issuance document after 10 calendar days of date letter was sent.

☐ Free or Reduced changed to State 225 (Exempt). Send Notification of Change in Benefits letter. Attach a copy of the

Verification Steps

- **Began October 1.**
- **Count up Federal Free and Reduced applications.**
 - Do not include any applications that were denied/over-income.
 - Do not include any applications that were State 225 Qualified or any applications that were on the Direct Certification list.
- **Verify 3% of the qualifying applications.**
 - Multiply the number of qualifying applications by .03 to get the number of applications you must verify.
 - Any fraction needs to be rounded up, so if you get 1.05 applications, you must round the number up and verify two applications.

Verification Steps

- Randomly choose an application from 'Error Prone' applications

Income Conversion/ERROR PRONE	Yearly	Monthly	2x Month	Every 2 weeks (Bi-Weekly)	Weekly
Annual Income Conversion: Multiply income by	X 1	X 12	X 24	X 26	X 52
Error Prone: \$ Range Below the free or reduced-price income eligibility limit.	\$0-\$1,200	\$0-\$100	\$0-\$50	\$0-\$50	\$0-\$25

- **Do a 'Confirming Review' –**
 - This must be a different person from the determining official.
 - Sign and date the application when the confirming review is done.

SCHOOL OFFICE USE ONLY	
☒ Error Prone Application	
☐ Case # Application ☐ Foster Application ☐ Directly Certified: Date of Disregard: _____	
☐ Income Application ☐ Homeless/Migrant/Runaway	
Household Size: _____	
Total Income: \$ _____ Per: ☐ Week ☐ Bi-Weekly (Every 2 Wks.) ☐ 2x Month ☐ Monthly ☐ Annual	
Eligibility: Federal Free (130%) _____ Reduced (185%) _____ State 200 _____ Denied _____	
Determining Official's Signature: _____ Date: _____ Reason for Denial ☐ Income Too High ☐ Incomplete App	
☐ Selected For Verification: Confirming Official's Signature: _____ Date: _____	
Verifying Official's Signature: _____ Date: _____	

Verification Steps

- **Contact the household by letter requesting the documents needed for verification of the income listed on the application.**
 - A due date of ten days must be included.
 - If the household does not comply by the due date, at least one follow-up contact must be made with the household to obtain the documentation.
 - Verify that the income on the application matches the verifying documentation. **-Looking for GROSS Income**
 - The Verifying official signs the application
 - (can be the same as the Determining or Confirming Official)

Pro Tip: Use the Tools on our Website:

- Verification Tracker for each application
- All needed household letter templates
- Verification Summary Report Instructions
- Link to USDA Verification Toolkit
- Video tutorials

Effective July 1, 2025

2025-2026 APPLICATION RESOURCES for FREE and REDUCED-PRICE SCHOOL MEALS	+
Income Information for Determining Applications	+
Letters of Eligibility Notification	+
Verification	-
Verification Each school district must verify the information on 3% of eligible income applications received by October 1st each year.	

Verification Steps

- **Verification ends on November 15th.**
 - If the household has not responded by then, the household is then notified that the benefits will be terminated in 10 days.
- **A report of the verification process needs to be filed in NDFoods by December 15th.**
 - For Schools/Sponsors that are not required to process free/reduced meal applications and the verification process is not required, a verification report still needs to be filed.
 - This report will open in the NDFoods application around November 1st.

The Importance of the Verification Summary Report

- **It's more than just the number of students/applicants verified.**
- **It's important data reported to the Federal Government.**
- **It's important to put students in the right category.**
 - Put All Direct Certified students in DC (SNAP, TANF, Medicaid, Foster, Homeless and Migrant)
 - This includes extended eligibility.
 - If a Student appears on the DC list from STARS, change them to DC
- **The Verification Summary Report should match the data on the last day of October.**
- **October Claim - Highest Number in October vs. Last operating day of October.**

Meal Count Listing: Breakfast

Power Lunch

08/01/2023 - 08/31/2023

District Office

Date	Free	Reduced	Paid	Guest	Exmt	Ernd	Additional	Total
08/14/2023	0 [0]	0 [0]	0 [0]	0	0 [0]	0	0	0 [0]
08/15/2023	0 [0]	0 [0]	0 [0]	0	0 [0]	0	0	0 [0]
08/16/2023	0 [0]	0 [0]	0 [0]	0	0 [0]	0	0	0 [0]
08/17/2023	17 [56]	7 [52]	11 [127]	0	0 [0]	0	0	35 [220]
08/18/2023	16 [56]	2 [52]	7 [127]	0	0 [2]	0	0	26 [220]
08/21/2023	15 [56]	9 [39]	11 [127]	0	0 [8]	0	0	29 [237]
08/22/2023	1 [63]	9 [39]	11 [127]	0	0 [8]	0	0	37 [237]
08/23/2023	14 [61]	8 [42]	7 [126]	0	0 [8]	0	0	29 [237]
08/24/2023	16 [61]	9 [42]	6 [124]	0	0 [10]	0	0	31 [237]
08/25/2023	23 [61]	15 [42]	13 [127]	0	3 [10]	0	0	54 [240]
08/28/2023	14 [61]	5 [42]	10 [127]	0	1 [10]	0	0	30 [240]
08/29/2023	22 [61]	8 [42]	13 [126]	0	3 [11]	0	0	46 [240]
08/30/2023	20 [61]	13 [42]	10 [126]	0	2 [11]	0	0	45 [240]
08/31/2023	18 [61]	9 [42]	9 [124]	0	2 [13]	0	0	38 [240]
Totals	192	92	105	0	11			400

[ENROLLED]

MEALS SERVED

Breakfast - Regular

*Days Served:	11	
Price	[Enrolled]	Meals Served
Free	[63]	192
Reduced	[52]	92
State Free	[13]	11
Paid	112	105
Total	[240]	400

Lunch - Regular

*Days Served:	★	
Price	[Enrolled]	Meals Served
Free	[enrolled]	meals served
Reduced	[enrolled]	meals served
State Free	[enrolled]	meals served
Paid	CALCULATED	meals served
Total	[enrolled]	CALCULATED

After School Snack - Regular

*Days Served:	★	
Price	[Enrolled]	Meals Served
Free	[enrolled]	meals served
Reduced	[enrolled]	meals served
Paid	CALCULATED	meals served
Total	[enrolled]	CALCULATED

This institution is an equal opportunity provider.



Meal	Days Served	Type	Meals Served	Rate	Claimed	Adjusted	Enrolled	Activity Id
Breakfast - Regular	20	Free	1,057	\$2.46	\$2,600.22	\$0.00	213	0605
		Reduced	368	\$2.16	\$794.88	\$0.00	74	0605
		State Reduced	368	\$0.30	\$110.40	\$0.00	74	0695
		State 225	74	\$2.06	\$152.44	\$0.00	16	0690
		Paid ⓘ	2,752	\$0.40	\$1,100.80	\$0.00	1,193	0605
		Subtotal	4,177		\$4,758.74	\$0.00	1,480	
Lunch - Regular***	20	Free	1,928	\$4.69	\$9,042.32	\$0.00	213	0604
		Reduced	630	\$4.29	\$2,702.70	\$0.00	74	0604
		State Reduced	630	\$0.40	\$252.00	\$0.00	74	0685
		State 225	125	\$4.16	\$520.00	\$0.00	16	0680
		Paid ⓘ	9,836	\$0.53	\$5,213.08	\$0.00	1,193	0603
		Subtotal	12,394		\$17,730.10	\$0.00	1,480	
After School Snack - Regular	20	Free	2,130	\$1.26	\$2,683.80	\$0.00	213	0604
		Reduced	745	\$0.63	\$469.35	\$0.00	74	0604
		Paid	9,544	\$0.11	\$1,049.84	\$0.00	1,193	0603
		Subtotal	12,419		\$4,202.99	\$0.00	1,480	
Total:					\$26,691.83			

**Includes extra amount for meeting meal pattern certification.

October Enrollment

Numbers entered in the claim above indicate the highest enrollment for the month. Below is the ACTUAL ENROLLMENT as of the LAST OPERATING DAY OF OCTOBER.

Last Operating Day Enrollment	
Free:	173
Reduced:	51
State 225:	16
Total:	1,404

October Enrollment

Numbers entered in the claim above indicate the highest enrollment for the month. *Below enter the ACTUAL ENROLLMENT as of the LAST OPERATING DAY OF OCTOBER.

*Last Operating Day Enrollment (Free):	173
*Last Operating Day Enrollment (Reduced):	51
*Last Operating Day Enrollment (State 225):	16
*Last Operating Day Enrollment (Total):	1404

Breakfast - Regular		
*Days Served: 20		
Price	Enrolled	Meals Served
Free	213	1057
Reduced	74	368
State 225	16	74
Paid	1,177	2678
Total	1480	4,177

Lunch - Regular		
*Days Served: 20		
Price	Enrolled	Meals Served
Free	213	1928
Reduced	74	630
State 225	16	125
Paid	1,177	9711
Total	1480	12,394

FREE

Income Eligible

APPLICATIONS _____

STUDENTS _____

FREE

SNAP / TANF

Case Number Provided

APPLICATIONS _____

STUDENTS _____

REDUCED

Income Eligible

APPLICATIONS _____

STUDENTS _____

Always Check your DC List in STARS and remove any applications that are indicated on that list.

These applications are not included in Verification or counted in student or application counts.

Any qualified State 225 application or student is also not included in verification or counted in student or application counts.

OCTOBER 1st

After removing the Directly Certified Applications from your folders, count the remaining Applications and multiply it by 0.03. This is the number of applications that your district must verify.

Always round up to the following whole number (Ex. 1.01 should round to 2)

Preference for selection should be given to Error Prone Applications.

All applications selected need to be verified by a Confirming Official.

Change to

DC

VERIFICATION

3% round up

DC

SNAP

STUDENTS _____

DC

TANF, FDPIR +

Foster, Homeless, Migrant,

Runaway, Head Start

STUDENTS _____

DC Medicaid

Free

STUDENTS _____

DC Medicaid

Reduced

STUDENTS _____

From your DC Report in STARS, record your students by category.

DHS-FS = SNAP / DHS-AF = TANF / DHS-MF = Medicaid Free / DHS-MR = Medicaid Reduced

Make sure these students are not counted in any of the other folders.

PAID

Not Income

Eligible

For the 2025-2026 School Year

Federal Denied (over federal income guidelines) applications are matched against the STATE 225 guidelines.

Although Students will receive meals at no cost, these applications are not subject to Federal Verification.

STATE 225

Not Counted for

Verification

APPLICATIONS _____

STUDENTS _____

Use the color-coded folders to separate your Free & Reduced Meal Applications and fill them into the corresponding blanks on the School Food Authority (SFA) Verification Collection Report

Section 3: Students Approved as Free eligible Not subject to verification

*Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)

Total number of students who were directly certified through the Supplemental Nutrition Assistance Program (SNAP). Include children who are extended free eligibility because they are living within a household that is receiving SNAP:

DC SNAP Students

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, Head Start or even star, or non-applicant but approved by local officials). Do not include SNAP students already reported in previous question:

DC TANF, FDPIR + Students

Students directly certified FREE through Medicaid:

DC Medicaid Free Students

Students directly certified REDUCED PRICE through Medicaid:

DC Medicaid Reduced Students

Total number of applications approved as State Free 225 based on household size and State Income Eligibility Guidelines:

State 225 Applications

Total number of students approved as State Free 225 based on household size and State Income Eligibility Guidelines:

State 225 Students

Section 4: Household applications and students approved as Free or Reduced Price eligible through an application

Please enter the number of approved application forms on file for the following eligibility determinations:

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

Free Case Number Provided Applications

Total number of applications approved as Free eligible based on household size and income information:

Free Income Applications

Total number of applications approved as Reduced Price eligible based on household size and income information:

Reduced Income Applications

Please enter the number of students approved as Free or Reduced Price by the following eligibility determinations

Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

Free Case Number Provided Students

Total number of students approved as Free eligible based on household size and income information:

Free Income Students

Total number of students approved as Reduced Price eligible based on household size and income information:

Reduced Income Students

Total FREE Eligible Students Reported: **CALCULATED**

Total REDUCED PRICE Eligible Students Reported: **CALCULATED**

Due December 15th





Questions?





2025 Crunch Off



SEPTEMBER 15-OCTOBER 31

This event celebrates local foods, supports farmers and ranchers, and promotes more fruits and veggies on our plates. Our goal: **750,000 crunches** across Colorado, Nebraska, Kansas, Missouri, North Dakota, South Dakota, and Montana!

How to Participate Anyone can join—schools, childcare centers, businesses, organizations, and families. Just crunch into fresh fruits and vegetables while supporting producers who feed us.

Eligible Crunch Items

- Locally-grown or raised: fruits, veggies, legumes, nuts, popcorn, and meat (beef, pork, poultry, lamb, jerky, roasts, etc.).
- **Not included:** liquids (milk/juice), purchased value-added items (like salsa, ice cream, sauces), grains, or deep-fried foods.
- **Regionally grown foods from programs like DOD Fresh or USDA Foods are also accepted. Even if you can't find something local to bite into, you can still participate and register the event to help promote healthy eating habits.**

Registration link: <https://forms.office.com/g/kjdXDZBNh3>

Tray of the Month

This fun activity aims to highlight school nutrition and the amazing work you do to feed children. It's a fun way to showcase the delicious meals you serve. This is an optional activity. Please participate if you feel inspired 😊

- ❑ You can submit a photo corresponding to the theme each month. Photos are due on the last day of each month.
- ❑ **October is Farm to School (any ND food (fruits, veggies, local meat, etc.) or 'Taste of the World' NSLW Theme, picture is due Friday, October 31.**

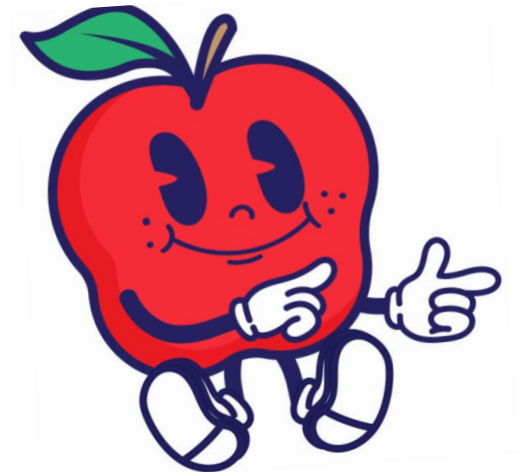
Criteria: You can take a picture of a full lunch on a plate or tray (all meal components, full tray showcased).

- ❑ The photo is a close-up of the tray and is well-lit. Any students in the photo should have a photo release form signed. We will assume that you went through the proper protocol for that photo release form.
- ❑ Lunch or breakfast meets monthly theme - ***one-photo limit, except for October and May (two themes, two photos allowed).***

You can submit your photo to Amanda Olson at amolson@nd.gov before the end of each month to qualify.

If you have any questions, please reach out to Amanda.

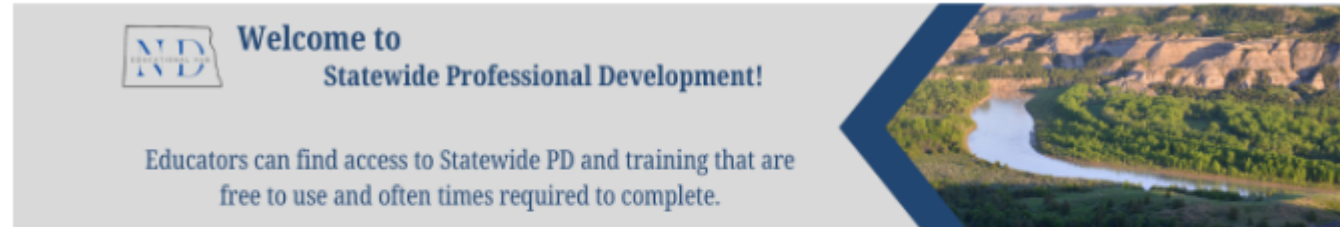
September Winner -
Jamestown Public



Other Training/Resources

North Dakota
Educational Hub:

Myndeducational.hub.org



The sub-catalogs below are located under the "Statewide Professional Development" catalog. The courses listed under each sub-catalog are live and ready for enrollment. Click on the course name to enroll and begin learning today!

Child Nutrition: School Nutrition Professionals can access virtual training related to federal child nutrition programs in this catalog.		
Financial Management	Recipe Standardization	Meal Pattern: Overview
Meal Pattern: Bread-Grain	Meal Pattern: Fruit	Meal Pattern: Vegetable
Meal Pattern: Meat/Meat Alternative	Meal Pattern: Milk	Kitchen Efficiencies
Production Record Training: Paper or Excel	Offer vs. Serve Activity	USDA Foods In North Dakota
Production Record Training: Electronic via PrimeroEdge	Dominio del Menu: Desglose del regimen alimenticio	Production Record Upload for Approval

TeamUp for Procurement

A Workshop for School Nutrition Leaders



Presented by NDDPI – CNFD

& the Urban School Food Alliance



Wednesday, October 15th
8:00 a.m. to 4:30 p.m.

Bismarck Hotel & Event Center
FREE to Attend!

Contact:

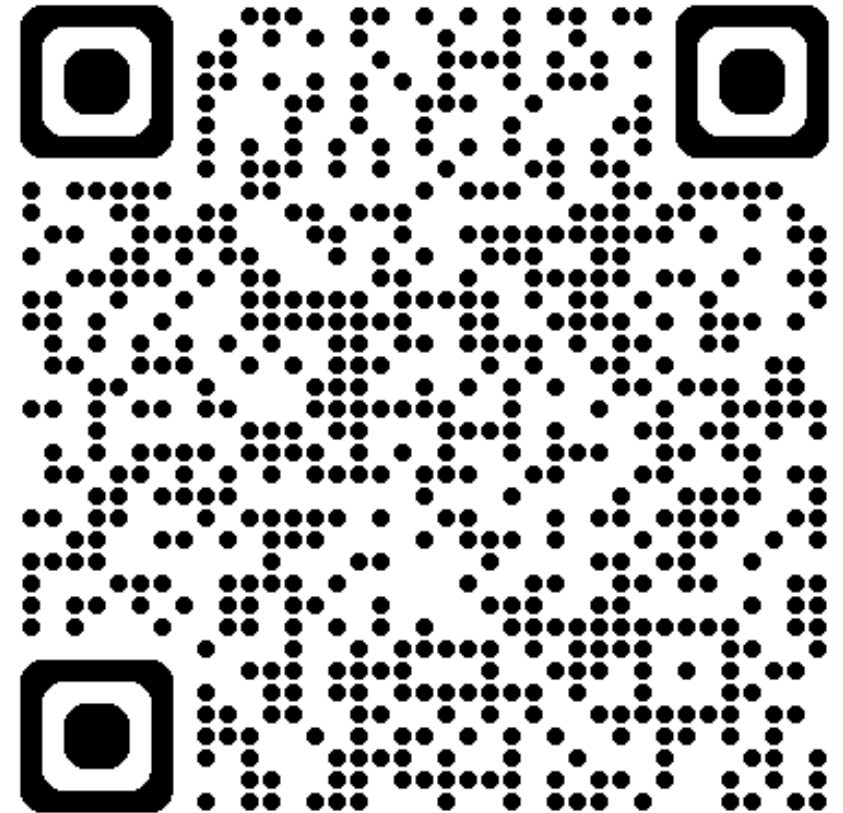
dpicnfd@nd.gov

ND SNA Annual Conference

OCTOBER 16TH & 17TH

BISMARCK HOTEL & EVENT CENTER

Registration:
www.NorthDakotaSNA.com



 (701) 328-2294

Kitchen Counter Conversation

3rd Tuesday of each Month
2 p.m. Central Time

Registration for each KCC is in the last
Newsletter

Next: Tuesday, October 21, 2025

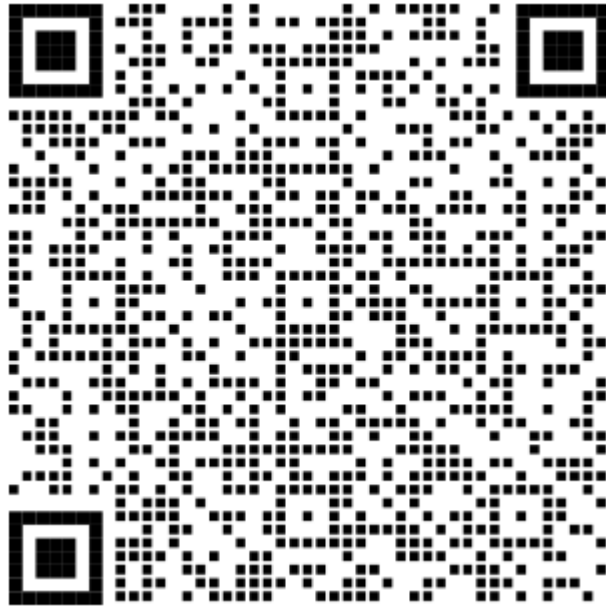


Jarrett J. Krosoczka's "Lunch Lady"

Team Nutrition Added Sugar Intensive & Culinary Training

Wahpeton, ND

October 22, 2025



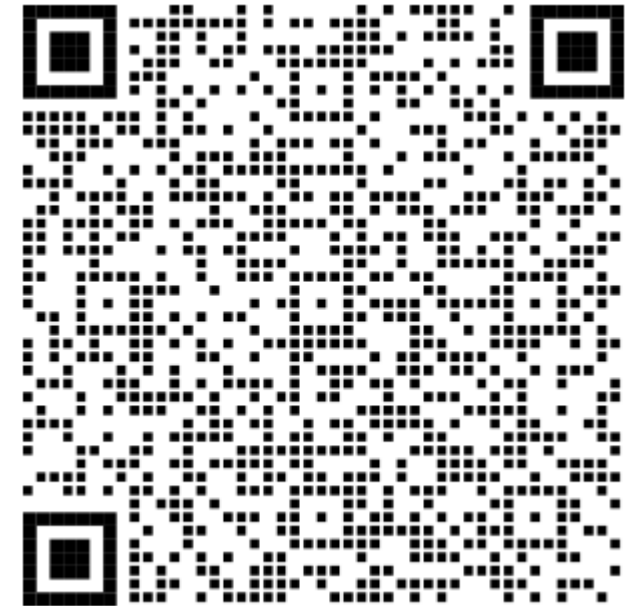
Meal Pattern Update

Cooking alongside a nationally recognized chef, Bettina Applewhite

Discussion with NDSU Extension – Sugar: the good, the bad & the really bad.

Bismarck, ND

November 5, 2025



NDDPI “BRIDGE Office Hours”

- Next one: Wednesday Oct 22nd at 12 p.m. AND 4 p.m CDT
 - Teams Link in the Oct 9th NDDPI Messenger
 - No Registration Necessary
 - Recordings are available
-
- Listen to the latest update on the transition to Infinite Campus; Ask questions about how Free/Reduced eligibilities; POS capabilities



Across the Desk

2nd Tuesday of each Month

2 p.m. Central Time

Registration for each KCC is in
the last Newsletter

NOVEMBER 12TH (NOVEMBER
11TH IS A HOLIDAY)

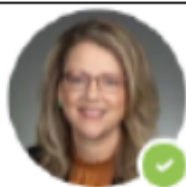
**Lynelle Johnson**

Director

Programs: All CNFD

Email: lynellejohnson@nd.gov

Phone: 701-328-4565

**Melissa Anderson**

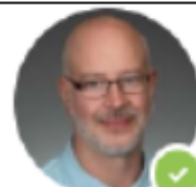
Assistant Director

Programs: FDPIR, CSFP,

SFSP Manager

Email: mdanderson@nd.gov

Phone: 701-328-2263

**Scott Egge**

Administrative Staff

Officer

Programs: Technology

Coordinator

Email: segge@nd.gov Phone: 701-328-2319**Rhonda Amundson**

School Nutrition Programs Manager

Programs: All SNP

Email: rhondaamundson@nd.gov

Phone: 701-328-3237

**Stacie Morowski**

Child and Adult Care Food

Program Manager

Programs: CACFP

Email: smorowski@nd.gov

Phone: 701-788-8901

**Tonya Siirtola**

Education Program

Administrator

Programs: SNP

Email: tmsiirtola@nd.gov

Phone: 701-328-2732

**Amy Nelson**

Child Nutrition Specialist & Team

Nutrition Grant Director

Programs: CACFP, SNP & SFSP

Email: amynelson@nd.gov

Phone: 701-451-7465

**Kellen Leier**

Child Nutrition Specialist

Programs: CACFP, SNP, SFSP &

FFVP

Email: knleier@nd.gov

Phone: 701-328-2275

**Kayla Ekart**

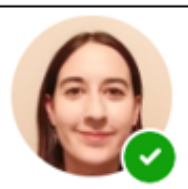
Child Nutrition Specialist

Programs: CACFP, SNP &

SFSP

Email: kekart@nd.gov

Phone: 701-328-3718

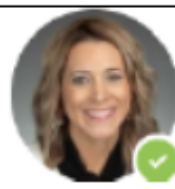
**Victoria Silva**

Administrative Assistant

Programs: All programs

Email: vsilva@nd.gov

Phone: 701-328-2294

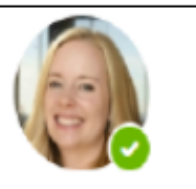
**Tara Koster**

Administrative Staff Officer

Programs: USDA DoD

Email: tkoster@nd.gov

Phone: 701-328-3210

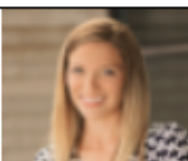
**Amanda Olson**

Farm to School Specialist

Programs: Farm to Child

Email: amolson@nd.gov

Phone: 701-328-0817

**Emily Karel**

Team Nutrition Grant Coordinator

Email: ekarel@nd.gov

Phone: 701-451-7497

Department Email: dpicnfd@nd.gov

Phone: 701-328-2294

Website:

www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistributionNORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**



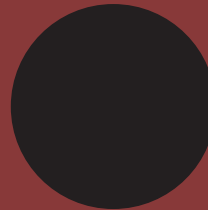
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Questions & Discussion

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