

Recipe for Success

SCHOOL NUTRITION PROGRAMS BACK TO SCHOOL CONFERENCE

ISBE Nutrition Department

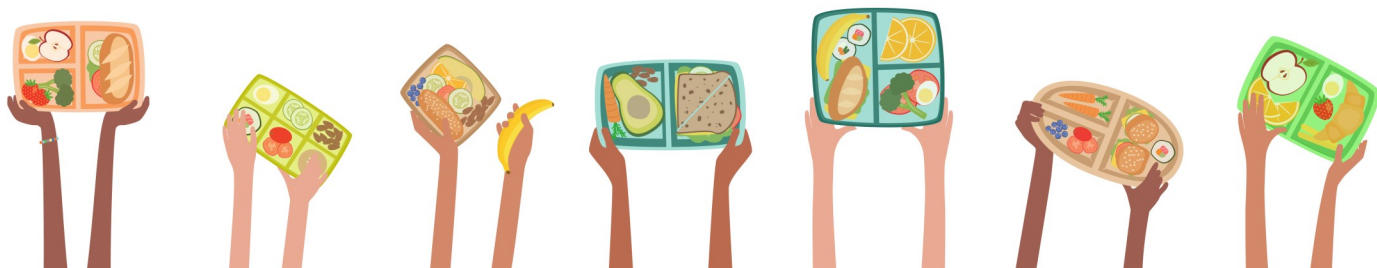
CONFERENCE PROGRAM

Pre-Conference Sessions, July 24

Wyndham Springfield City Centre, July 25-26



Illinois
State Board of
Education



Welcome to Springfield!

Thank you so much for visiting us in Springfield for our annual School Nutrition Programs Back to School Conference. We are very happy to be back in-person this year.

We hope you enjoy the opportunity to network, gather new resources, learn and review, and ultimately feel prepared for the new school year. I know we are excited to see new and familiar faces and hear from you, too.

A special thanks goes to the Institute of Child Nutrition, the University of Illinois Extension, the USDA, the Illinois School Nutrition Association, and the Illinois Department of Public Health for joining us to present on important information and training topics. We also want to thank our exhibitors for coming to the conference. Please be sure to stop by their tables and see what they have to offer.

This year's theme is "Recipe for Success." A core ingredient is the school nutrition professional. Thank you for all you do! You play such an important role in student success.



*Mark R. Haller, SNS
Nutrition Department Director*

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Recipe for Success!

Your School Nutrition Programs Back to School Conference registration bag includes some resources to help plan and host a successful taste-testing event. Taste tests are a great way to introduce new menu items and get students excited to try healthy food choices.



Soon you will be able to try recipes developed by Illinois high school students! We are working on finalizing entries from the School Year 2022-23 Team Nutrition School Meals Recipe Development Grant Opportunity.

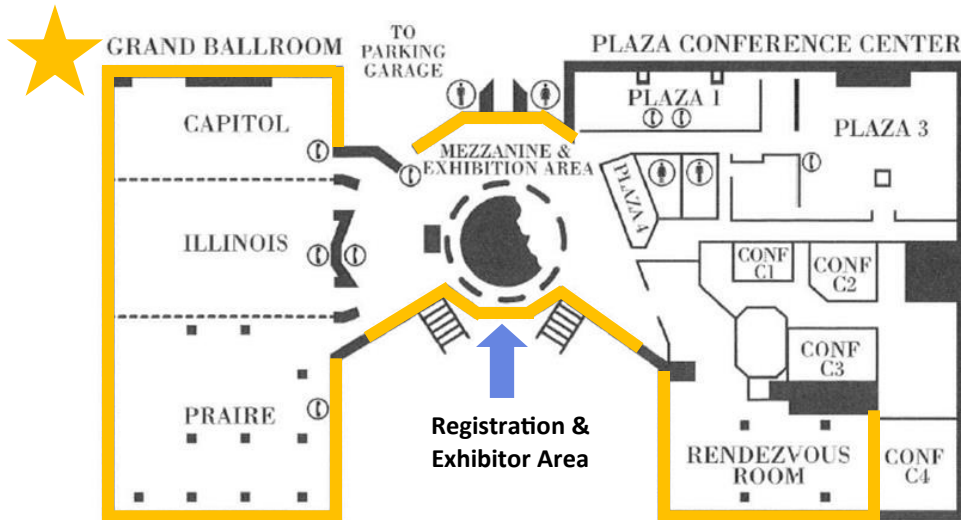
Check out our Recipe for Success Toolkit at <https://www.isbe.net/Pages/team-nutrition.aspx>.

FACILITIES

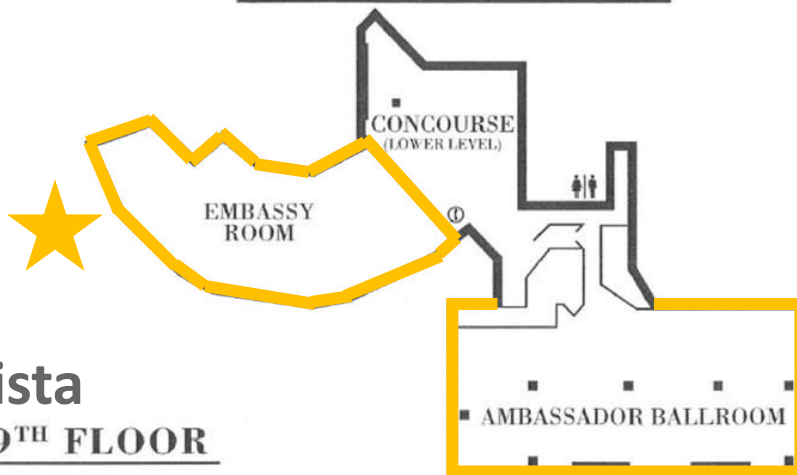


Conference
Training Rooms

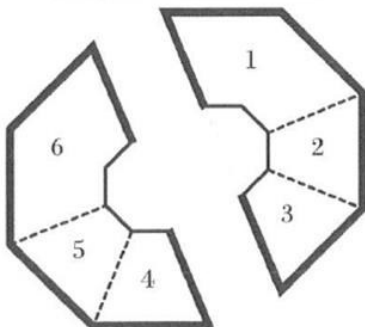
MEZZANINE LEVEL



CONCOURSE LEVEL



Vista 29TH FLOOR



Wyndham Springfield City Centre

700 E. Adams St.
Springfield, IL 62701

ISBE's School Nutrition Programs Back to School Conference

Pre-Conference Sessions, Monday, July 24

On-site check-in begins at 11:30 a.m. with trainings noon to 4 p.m.



Utilizing the Cafeteria as a Classroom

Wyndham Springfield City Centre, Embassy Room: The school cafeteria can easily be the largest classroom on a school campus. It provides a valuable venue where school nutrition professionals can assist teachers and parents in encouraging children to make wise food choices that will contribute to a healthy lifestyle. This course is designed to provide school nutrition professionals with the tools and resources that will enable them to develop and enhance a school nutrition program that will be recognized as an integral part of the education system.

Forecasting the Procurement of Foods

Wyndham Springfield City Centre, Prairie section of the Grand Ballroom: General concepts about basic forecasting for the procurement of foods in Child Nutrition Programs are covered during this session. This training does not discuss federal regulations pertaining to the procurement system. Key topic areas: Stakeholders' responsibilities and expectations; How menus determine goods and services that must be competitively procured; Inventory management, product movement, and cost management; Product categories, screening, and specifications; CN labeling; Accurate forecasting of products.

Menus of Flavor: East and Southeast Asian Fusion

Springfield High School: Menus of Flavor is a four-hour, instructor-led, hands-on training focused on global regions' healthful and flavorful foods. During each training, participants will recognize the benefits of scratch cooking, using the ingredients and flavors commonly found in the regional cuisine of focus. Participants will identify basic culinary skills and apply the skills during the hands-on culinary lab, preparing meals using regional recipes, further reinforcing the learning. After the training, participants will be able to recognize the benefits of scratch cooking, use global ingredients, and apply various culinary skills and competencies to their daily work.



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ILSNA and ISBE Presents School Nutrition Leadership Training

Wyndham Springfield City Centre, Ambassador Room: This course is geared for individuals new into leadership positions that are running school meal programs. Join us for a 4-hour session to enhance your knowledge and skills in school nutrition management. This operator-led training will allow for participant engagement to help build the individual's network of resources.

BREAKOUT SESSIONS NO. 1

Day 1, Tuesday, July 25

Nutrition Resources & Child Nutrition Programs 101

Ambassador Ballroom, 10:30-11:15 a.m.

NSLP, SBP, CACFP, FFVP, HEA, ICN, PLE ... So many acronyms! We'll go over the Child Nutrition Programs basics in this 45-minute session and also cover the most important tools you can use to stay in the know and find the best resources.

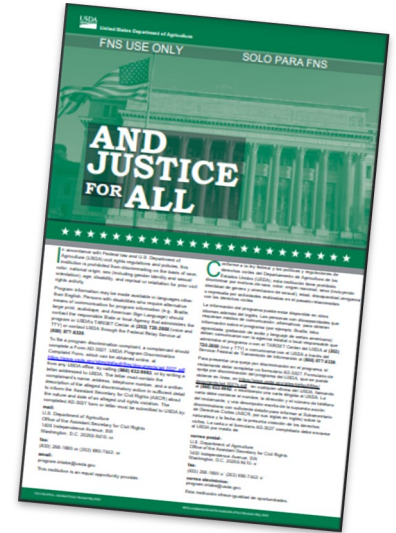
Presented by Tim Murphy, ISBE Nutrition Department

Civil Rights

Embassy Room, 10:30-11:15 a.m.

Looking to learn more about the USDA Civil Rights requirements? This session will include an overview of important terminologies, and information on where the current laws originated. Civil rights training is an annual requirement.

Presented by Lindsay Mabie, ISBE Nutrition Department



USDA Professional Standards

Rendezvous Room, 10:30-11:15 a.m.

The U.S. Department of Agriculture (USDA) set hiring standards for School Nutrition Directors and requires annual training hours for School Food Authority personnel. Learn what is required of you for USDA Professional Standards for School Nutrition Professionals and where to find the best training resources.

Presented by Emily Durbin, ISBE Nutrition Department



Technical Assistance Station

Please visit our Technical Assistance Station in the Prairie section of the Grand Ballroom. You'll have an opportunity to talk to various staff from the Illinois State Board of Education Nutrition Department one-on-one. Staff from our Monitoring, Financial Management, Food Distribution Programs, and School Nutrition Programs teams will be available throughout the conference.

GENERAL SESSION with Lunch

Day 1, Tuesday, July 25

ISBE Update and USDA Priorities Update

*Presented by ISBE Nutrition Department staff
and USDA Food and Nutrition Services staff*

Grand Ballroom, 11:30 a.m. to 1 p.m.

We want to welcome you to the School Nutrition Programs Back to School Conference, go over some conference highlights, and cover some hot topics, upcoming events, and more.



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Visit Our Exhibitors!

Please visit our exhibitors in the Mezzanine and Exhibition Area! The ISBE Nutrition Department will also have a table for various resources.

Illinois School Nutrition Association

Contact: Lynn Threewitt,
Professional Development Coordinator,
lthreewitt@iasbo.org

University of Illinois Extension

Contact: Leia Flure, Beth Peralta
Extension Outreach Associate,
lweston2@illinois.edu, cavaller@illinois.edu

The Common Market, Great Lakes

Contact: Eliana Pinilla, Director of Partnerships,
eliana@thecommonmarket.org

St. Louis District Dairy Council

Contact: Kelsey Bentlage, Nutrition Educator,
kbentlage@stldairycouncil.org

Illinois Farm to School Network

Contact: Diane Chapeta, Illinois Farm
to School Network Coordinator
farmtoschool@sevengenerationsahead.org

Accommodation of Special Dietary Needs

Ambassador Ballroom, 1:15-2:15 p.m.

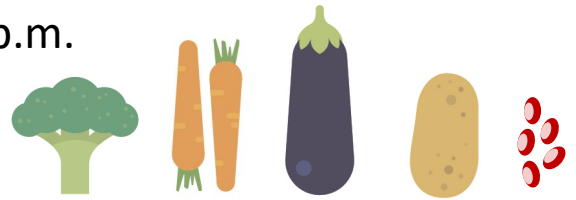
The USDA's nondiscrimination regulation (7 CFR 15b) applies to any site participating in a federally-funded meal program, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP).

Presented by the U.S. Department of Agriculture

Breaking Down the Vegetable Subgroups

Rendezvous Room, 1:15-2:15 p.m.

Join us as we review the vegetable meal pattern requirements and break down the five subgroups. Learn about the important nutrients each subgroup provides and evaluate key crediting information.



Presented by Abby Beckmann & Judy Foster, ISBE Nutrition Department

Reducing Food Waste/Share Tables

Embassy Room, 1:15-2:15 p.m.

The use of share tables is only one method to decrease food waste. Learn several more strategies to decrease the amount of food discarded at schools. This course goes over additional ways that include: menu planning, use of salad bars, offer vs. serve, effective marketing tips, composting, and donating to outside organizations.

Presented by University of Illinois Extension (ABCs of School Nutrition)

Sign Up for The Outlook

The monthly newsletter for School Nutrition Programs, The Outlook, is sent to the Authorized Representative, Sponsor Contact, Claim Contact, Food Service Director, and Wellness Coordinator listed by sponsors in the Web-Based Illinois Nutrition System (WINS). All others can sign up for The Outlook listserv and other ISBE emails at www.isbe.net/subscribe.

BREAKOUT SESSIONS NO. 3

Day 1, Tuesday, July 25

USDA Foods: Overview of the 3 Options to Maximize Your PAL Dollars

Ambassador Ballroom, 2:30-3:30 p.m.

Are you curious about the best way to utilize your Food Distribution Program dollars? Is there a spending option that you haven't tried yet? Join us for a review of your options and an overview of how to ensure you're maximizing your dollars.

Presented by Paula Williams, ISBE Nutrition Department

Overview of IDPH Requirements

Grand Ballroom, 2:30-3:30 p.m.

Hear directly from the state agency that oversees food safety, including food handler training.

Presented by the Illinois Department of Public Health



Team Nutrition Grant: Student Driven Menu Items

Rendezvous Room, 2:30-3:30 p.m.

Over the past year ISBE's Nutrition Department teamed up with eight Illinois schools and their students to develop NSLP recipes through USDA's Team Nutrition Training Grant. Learn about student involvement in recipe development, taste testing, and recipe resources coming soon! **Presented by Beth Tanner, ISBE Nutrition Department**

Produce Safety University Sharing Panel

Embassy Room, 2:30-3:30 p.m.

Produce Safety University is an annual training provided by USDA. A few of your colleagues attended the Spring 2023 trainings and would like to share their take away on food safety, shelf-life, storage, yield, evaluating produce quality and how these best practices can save program operators money.

Hosted by Deb Kains and Abbey Johnson, ISBE Nutrition Department

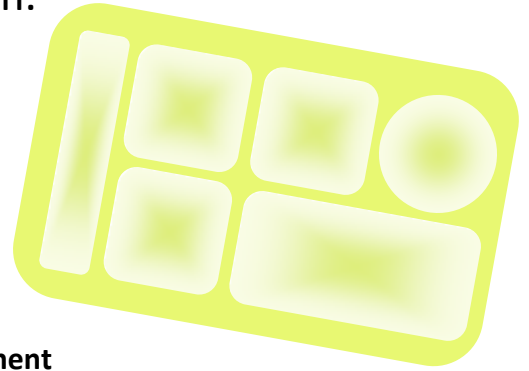


School Breakfast Program

Ambassador Ballroom, 3:45-4:45 p.m.

It's important to not only start the day with breakfast but to start the school year off with a breakfast program! This session will discuss the basics of the meal pattern, how to increase participation, how to operate alternative breakfast models, and the administrative tasks that come with running the School Breakfast Program.

Presented by Abbey Johnson, ISBE Nutrition Department



Bring Suppers and Snacks to Schools With CACFP

Embassy Room, 3:45-4:45 p.m.

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas. **Presented by Shaista Shaikh, ISBE Nutrition Department**

Tools for Menu Recordkeeping Success

Grand Ballroom, 3:45-4:45 p.m.

As the menu planner in your school, you juggle many tasks and must check a lot of boxes. Join us to learn and discuss some helpful (and required) tools to set you up for success. **Presented by Judy Foster, ISBE Nutrition Department**

General Procurement

Rendezvous Room, 3:45-4:45 p.m.

What is procurement? This session will provide a high-level overview of procurement requirements and show you where to find the resources needed to be successful.

Presented by Christina Smith, ISBE Nutrition Department



BREAKOUT SESSIONS NO. 5

Day 2, Wednesday, July 26

Local Foods for Schools

Rendezvous Room, 8-9 a.m.

All School Food Authorities that participate in the National School Lunch and/or School Breakfast Program are eligible to receive LFS funding to purchase local unprocessed or minimally processed foods to serve as part of the NSLP and/or SBP reimbursable meals. Join us to learn more!

Presented by Lindsay Mabie and Paula Williams, ISBE Nutrition Department

Administrative Review: What to Expect

Ambassador Ballroom, 8-9 a.m.

The Administrative Review is an assessment conducted by ISBE of the SFA's administration of School Nutrition Programs. The objectives are to determine if the SFA meets program requirements, provide technical assistance, secure any needed corrective action, and assess fiscal action, if applicable. This session will detail the monitoring and review process from start to finish. **Presented by Andrea Gregory, ISBE Nutrition Department**

Resource Management

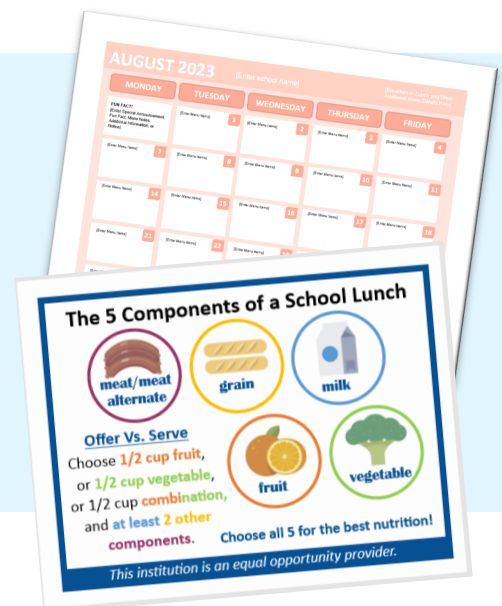
Embassy Room, 8-9 a.m.

This presentation will look to cover both the overall Resource Management review process, while also looking at the new issues that have come up over the last couple of years. Net Cash Resources/Excess Cash issues requiring a Spend Down Plan, Meeting the USDA target rate under Paid Lunch Equity, and highlighting of Adult Meal Pricing with many school food authorities moving into Community Eligibility Provision (CEP).

Presented by Mike Gogerty, ISBE Nutrition Department

Utilize Menu Board Inserts

You can get letter-sized menu board inserts from ISBE's Nutrition Division. At www.isbe.net/nutrition, you can find a link under "What's New?" to our Menu Board & Signage Resources page. There are monthly, daily, and weekly templates, as well as printable pages for a la carte and Offer Vs. Serve.



BREAKOUT SESSIONS NO. 6

Day 2, Wednesday, July 26

School Lunch Meal Pattern

Ambassador Room, 9:15-10:15 a.m.

This session will discuss the basics of the meal pattern. You will take a close look at the components (Grains, Meat/Meal Alternate, Fruits, Vegetables, and Milk); learn the grade groups; take a look at the serving sizes; and cover the dietary specifications for calories, sodium, saturated fat and trans fat.

Presented by Tess Smith, ISBE Nutrition Department



How Do Preschool Children Fit Into School Meals?

Embassy Room, 9:15-10:15 a.m.

Many operators are unaware of the quirks of feeding preschool students. This session will ensure you are meeting the rules and regulations when serving preschool meals.

Presented by Judy Foster, ISBE Nutrition Department

Direct Certification/Certification of HEAs

Rendezvous Room, 9:15-10:15 a.m.

The use of the Direct Certification system is required by the USDA to certify students for free and reduced price meal benefits without the completion of the Household Eligibility Application by the household. We'll also review the HEA process and resources online.

Presented by Roxanne Ramage, ISBE Nutrition Department

Utilize USDA Team Nutrition Resources!

Team Nutrition has training materials that help schools integrate nutrition education into the classroom while also making connections in the cafeteria, at home, and throughout the community.

Team Nutrition is an initiative of the USDA Food and Nutrition Service to support Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity. Get started at <https://www.fns.usda.gov/tn>.



BREAKOUT SESSIONS NO. 7

Day 2, Wednesday, July 26

Using ISBE Nutrition Systems: WINS, FRIS, and ICS

Rendezvous Room, 10:30-11:30 a.m.

Overwhelmed with logins and passwords? We can help! We know that operating the School Nutrition Programs entails using multiple data systems. Join us for a presentation of the various systems, their function, and how to gain access. **Presented by Abbey Johnson, Paula Williams, and Judy Foster, ISBE Nutrition Department**

Benefit Issuance, Meal Counting, and Overdue Balances

Embassy Room, 10:30-11:30 a.m.

The benefit issuance process documents or determines how students are claimed on a daily basis. To receive reimbursement, sites must accurately count, record, and claim the number of meals actually served to students by category: Free, reduced-price, and paid. We'll go into detail on these and also touch on managing overdue balances.

Presented by Roxanne Ramage, ISBE Nutrition Department

Trendy Menu Items and the Rules

Ambassador Room, 10:30-11:30 a.m.

Come join us as we cover smoothies, fruit and veggie bars, coffee bars, and plant-based food items.

Presented by Tess Smith, ISBE Nutrition Department



Recalls & Public Health Alerts

The Illinois State Board of Education's Nutrition Department routinely shares recall notices announced by the U.S. Department of Agriculture's [Food Safety and Inspection Service](#) (FSIS) that could affect any of our Illinois sponsors participating in Child Nutrition Programs. These programs include the Child and Adult Food Care Program, National School Lunch Program, School Breakfast Program, Summer Food Service Pro-

gram, and other federally funded programs administered by ISBE.

Many of these recalls are of limited scope but we share any recalls affecting Illinois that have the possibility of risking the health of our program participants. Most often the recalled items are only available via retail, but some Child Nutrition Programs sponsors may buy limited quantities at retail. We recommend sponsors bookmark and monitor www.fsis.usda.gov/recalls, as well as our What's New? section at www.isbe.net/nutrition.

KEYNOTE SESSION with Lunch

Day 2, Wednesday, July 26

Tell Your Story: Social Media and Marketing School Meals

Presented by Adam Russo, Director of the award-winning Food and Nutrition Department for Prince William County Schools in Virginia

Grand Ballroom, 11:45 a.m. to 1:15 p.m.

Adam Russo is the Director of the award-winning Food and Nutrition Department for Prince William County Public Schools in Northern Virginia. A graduate of Longwood University and a lifelong self-proclaimed restaurant brat, Adam



transitioned from owning and operating restaurants to school nutrition 10 years ago. He believes in bringing the same exceptional guest experience, quality and scratch cookery to school kitchens that were so success-

ful in private enterprise. Each year, Adam spends time in all 101 schools and centers, tweaking processes to further increase efficiency and excellence, while highlighting the efforts of the Department's 1,000 employees. Over the past three years, the program's streamlined operations have caught the eye of experts around the coun-

try, who have featured Adam in several publications, most recently Foodservice Director Magazine's Operation of the Year. He says the only thing better than serving nutritious food to the future, is being the cheerleader for the department and bragging about the people who do all the hard work.



BREAKOUT SESSIONS NO. 8

Day 2, Wednesday, July 26

Community Eligibility Provision (CEP) Implementation

Rendezvous Room, 1:30-2:30 p.m.

Whether your district signed up for the Community Eligibility Provision (CEP) for School Year 2023-24 or are interested in learning more for applying in the future, this session is for you. A growing number of schools are opting for CEP, which enables high-needs schools to offer breakfast and lunch to students at no charge.

Presented by Roxanne Ramage, ISBE Nutrition Department

Verification

Embassy Room, 1:30-2:30 p.m.

This session will cover steps to prepare for the process of verifying Household Eligibility Applications, tools for use for Verification, and how to report results in the Verification Summary Report (VSR) to the ISBE Nutrition Department.

Presented by Deb Kains, ISBE Nutrition Department



USDA Foods and Standardized Recipes

Grand Ballroom, 1:30-2:30 p.m.

Learn about USDA standardized recipes available through ICN's Child Nutrition Recipe Box and how to make the connection to available items through USDA Foods.

Presented by Beth Tanner, ISBE Nutrition Department

Serve It Safely Food Handlers Training

Ambassador Room, 1:30-3:45 p.m.



Learn essential food safety for non-restaurant food service, including storage, cleaning/sanitizing, personal hygiene, and more. This training is approved by the Illinois Department of Public Health; participants will receive a certificate good for three years.

Presented by the University of Illinois Extension (ABCs of School Nutrition)

PLEASE NOTE: This is a double session spanning Breakout Sessions No. 8 & 9. Attendees must complete the entire training for certification.

Serve It Safely Food Handlers Training

Ambassador Room, 1:30-3:45 p.m.



PLEASE NOTE: This is a double session spanning Breakout Sessions No. 8 & 9. Attendees must complete the entire training for certification.

Local Wellness Policy

Rendezvous Room, 2:45-3:45 p.m.

Be sure to know USDA's requirements for Local Wellness Policies, including content language, public involvement, and the triennial assessment.

Presented by Beth Tanner, ISBE Nutrition Department

Marketing School Meals: Specific Strategies

Grand Ballroom, 2:45-3:45 p.m.

They say don't judge a book by its cover... then why are the covers so pretty! School nutrition professionals are doing amazing work each day but who is reading that book? In this session we will learn specific strategies on how to market your program and best design your own book covers. **Presented by Adam Russo, Director of the award-winning Food and Nutrition Department for Prince William County Public Schools in Virginia**

Thank you for attending and safe travels!

Mark Your Calendars

Aug. 2 – University of Illinois Extension (ABCs of School Nutrition) to present "School Lunch Rocks! (Part 1)" in Carterville

Aug. 9 – ISBE to present webinar on "Electronic Direct Certification"

Aug. 10 – ISBE to present webinar on "Certification of Household Eligibility Applications" webinar



Aug. 29 – University of Illinois Extension (ABCs of School Nutrition) to present "Serve It Safely Food Handler Training"

Sept. 4 – ISBE offices closed for Labor Day

Sept. 15 – Final date to accept second round of Supply Chain Assistance funds

For more announcements, events, and links to learn more, go to www.isbe.net/nutrition and review the What's New? section.

USDA Professional Standards for School Nutrition Professionals

www.fns.usda.gov/school-meals/professional-standards

TRAINING HOURS



QUICK REFERENCE GUIDE

The required annual training hours for School Food Authority personnel are:

- Program directors: **12 hours**
- Program managers: **10 hours**
- Program staff: **6 hours**
- Part-time staff: **4 hours** (Part-time staff is considered those working less than 20

Did you know?

If hired Jan. 1 or later, an employee is required to complete only half of the required training hours

Do hours attending a food show count?

Time spent in miscellaneous activities where information, materials, or equipment relative to the core training topics is provided or displayed may count toward no more than two hours of annual training.

Resources

[USDA Questions & Answers](#)

<https://fns-prod.azureedge.net/sites/default/files/cn/SP38-2016os.pdf>

[ISBE PowerPoint Training](#)

www.isbe.net/Documents/SNPb2s-2018-USDA-professional-standards.pdf

[Illinois State Board of Education Nutrition Division](#)

www.isbe.net/nutrition

If you attend the same workshop each year, may this count?

Yes, it is likely that new issues and questions arise year to year.

May you select any topic you want?

Training must focus on the day-to-day management and operation of the school nutrition programs. Training must be job-specific and intended to help employees perform their duties well.

What documentation do I need from a training?

Supporting documentation for all completed trainings such as agendas and certificates should be maintained. The SFA is required to track annual training. Records should include staff name, date hired, title and staffing level, training topic, date/time, and length of training. The [USDA Training Tracker Tool](#) is available for use.



SNP BACK TO SCHOOL CONFERENCE

July 25-26, 2023, Pre-Conference Sessions, July 24

Track Your Professional Development Hours: Keep this conference program as record of your attendance with the topics and times.

There will not be certificates. We recommend you circle or highlight the session you attended in this conference program and catalog them here.

NAME:

	Session Attended	Time
Pre-Conference	Forecasting the Procurement of Foods	Up to 4 hours:
Pre-Conference	Utilizing the Cafeteria as a Classroom	Up to 4 hours:
Pre-Conference	Menus of Flavor: East and Southeast Asian Fusion	Up to 4 hours:
Pre-Conference	ILSNA/ISBE New Leadership Training	Up to 4 hours:
Breakout 1		Up to 45 minutes:
ISBE Update, USDA Priorities Update With Lunch	ISBE Update, USDA Priorities Update, (with lunch)	Up to 1.5 hours:
Breakout 2		Up to 1 hour:
Breakout 3		Up to 1 hour:
Breakout 4		Up to 1 hour:
Breakout 5		Up to 1 hour:
Breakout 6		Up to 1 hour:
Breakout 7		Up to 1 hour:
Keynote Session	Social Media and Marketing School Meals, (with lunch)	Up to 1.5 hours:
Breakout 8		Up to 1 hour:
Breakout 9		Up to 1 hour:



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TOTAL:

Conference attendees are responsible for tracking the amount of time attending sessions/trainings.

Recipe for Success

SNP BACK TO SCHOOL CONFERENCE

Nondiscrimination Statement

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

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