

THE OUTLOOK



Illinois
State Board
of Education

A Monthly Newsletter for School Nutrition and Wellness Programs



ADMINISTRATIVE ALERTS

Important Notice on FY 17 State Budget Appropriations

In the absence of appropriations for education for FY 2017, all financial obligations that normally begin on July 1 for activities, services, and materials for all state education programs and federal programs cannot be paid by the agency. This includes all Child Nutrition Programs. The availability of new FY 2017 federal awards by the U.S. Departments of Education and Agriculture do not supersede the necessary state spending authority ISBE needs to distribute the federal funds via an appropriation for education. **The FY 2017 federal grant awards are not jeopardized or lost, but the agency cannot distribute those federal funds until there is appropriation authority.**

The lack of a FY 2017 appropriation, however, does not affect ISBE's ability to continue to pay for services and obligations incurred prior to June 30, which are part of the 2016 limited state appropriations to the State Board of Education per Public Act 99-0005, enacted on June 25, 2015. The agency will continue to process payments for FY 2016 state and federal grant projects and claims until the end of the two-month state lapse period on Aug. 31, 2016.

As always, please continue to maintain all records and file claims in a timely manner, but please note that there could be possible reimbursement delays if a FY 17 education budget is delayed beyond the start of the new fiscal year, which starts this July 1 and ends on June 30, 2017. The state superintendent of education addressed the lack of a FY 2017 budget in his [June 28 Weekly Message](#). We will

keep you updated on developments and thank you for providing nutritious meals to children in Illinois.

New Requirement for Federal and State Grant Applicants

Through the Grant Accountability and Transparency Act (GATA), Illinois has implemented a new requirement that **all grantees register through a grantee prequalification registration portal**. This portal is now active and may be accessed directly on the GATA website at <http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>. All grantees must complete the registration process and be qualified to do business with the state of Illinois **PRIOR** to receiving any grant funds. This would include the NSLP Equipment Assistance Grant, which is anticipated to be released in August 2016, but would NOT include funds from federal meal program reimbursements).

To be qualified for a fiscal year 2017 grant award, an entity must:

1. Have a current DUNS number, (click [HERE](#) to view instructions on obtaining a DUNS number);
2. Have a current SAM CAGE Code, (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
3. Not be on the Federal Excluded Parties List, (click [HERE](#) to verify utilizing the Quick Search); and
4. Be in good standing with the Illinois Secretary of State (if applicable) (click [HERE](#) to verify).

Grantees will receive an automated email once initial registration is submitted. All ISBE grantees

will have their registrations reviewed and approved by ISBE staff. Grantees will be notified of any deficiencies that can be remediated. Remediation cannot be obtained if the grantee appears on the Federal Excluded Parties List. Once the grantee registration is approved by ISBE, a separate email will be sent that indicates that the GATA registration process is complete and that the organization is in good standing. Grantee registration is completed one time and is good for one year.

Separately, all grantees that receive state or federal funds from ISBE will be required to complete a Fiscal Internal Control Questionnaire, as well as a Program Risk Assessment Questionnaire, via a new IWAS system, which will be available shortly after the July 4 holiday. The Fiscal Internal Control Questionnaire and the Program Risk Assessment Questionnaire are required to be completed one time by each grantee and approved by ISBE. They are good for one year. A separate notification will be distributed when the new IWAS GATA Risk Assessments System is available. Please note, however, that without an appropriation for education for FY 2017, ISBE has no authority to award payments for state and federal grant programs.

ISBE encourages grantees to complete the registration as soon as possible. For information regarding the implementation of GATA within the Illinois State Board of Education, refer to the ISBE [GATA webpage](#) for further information about the act, training opportunities, and links to resources or email GATA@isbe.net.

Direct Certification With Income-Eligible Medicaid Update for SY 16-17

ISBE Nutrition and Wellness Programs Division staff continue to work with USDA and the Illinois Department of Healthcare and Family Services (HFS) staff to reinstate participation in the Demonstration Project utilizing income-eligible Medicaid records for direct certification. At this time, we know that the Medicaid matches will NOT be provided on the annual July 2016 Direct Certification File and we are uncertain as to the exact date in which the Medicaid data will be available. However, once ISBE confirms accurate

Medicaid data is being received, and approval is received from the USDA, the Medicaid matches will be provided through the ISBE Direct Certification system. Notification will occur once a specific date is known.

If you have any questions, please contact School Nutrition Program Staff at (800) 545-7892 in Illinois, or via email at cnp@isbe.net.

Household Eligibility Application for School Year 2016-17 Online

The Household Eligibility Application for families to complete for SY 16-17 free and reduced-price meals are now posted on our website at http://www.isbe.net/nutrition/htmls/household_eligibility.htm.

One set of materials is for sites participating in National School Lunch Program (NSLP) and School Breakfast Program (SBP) and another set is for sites participating ONLY in Special Milk Program (SMP) and/or Illinois Free Lunch and Breakfast Programs. All forms used in prior years to create copies for distribution should be discarded; the new application form must be used. Schools cannot accept or process applications before July 1.

2017 School Nutrition Programs Annual Application is Now Available

Each year all participants of the school nutrition programs (SNP) are required to complete an annual application through the WINS system. The 2017 application is available in the WINS system and covers July 1, 2016, through June 30, 2017.

Instructions are available both on our [website](#) and in the WINS system under the blue and yellow question mark. There is also a recorded webinar walk-through of the 2017 annual application you can access by clicking on the website link above. Due Dates:

- If you are operating a Seamless Summer Option (SSO) program, you will need to complete your application prior to the start of your SSO program.

- If you are not operating a SSO program, you will need to complete your application by Aug. 31, 2016.

FNS Extends Comment Period on Program Integrity Rule to July 7

The Food and Nutrition Service (FNS) has extended the deadline to submit comments on the Child Nutrition Program Integrity Proposed Rule until July 7, 2016. This rule proposes to codify several provisions of the Healthy, Hunger-Free Kids Act of 2010 affecting the integrity of the Child Nutrition Programs, including the National School Lunch Program (NSLP), the Special Milk Program for Children, the School Breakfast Program, the Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and State Administrative Expense Funds.

To review and provide comments, go to <https://www.federalregister.gov/articles/2016/03/29/2016-06801/child-nutrition-program-integrity>. You can find the [Extension of Comment Period Notice on the Federal Register online](#).

Removing Serving Days From the WINS Application

For any schools that thought that your school year would operate into June this year but school actually got out in May and you need to remove June from your application, here is a quick tutorial on how to remove those serving days from your application.

1. Login to IWAS, go to “System Listing” and then select “WINS.”
2. On your main dashboard click on the tab that says “Site Applications.”
3. Click on the name of the school you need to update.
4. Under “Component Status Summary,” click on “Participation.”
5. Click the next section button on the bottom of the screen and then on your left hand side you will blue boxes – click on “Days of Operation.”
6. For each meal or milk program that this site is in you will need to “edit” the date range.

Click on the “Edit” button and you will get a pop-up and you will change the end date to your last operating day of school and hit save. See the example below.

Days of Operation
Starting this year, WINS is moving to a July 1–June 30 program year. Therefore, the 2016 program year will run October 1, 2015 – June 30, 2016. Then, a new application will be available in late Spring for the 2017 program year covering July 1, 2016–June 30, 2017.

National School Lunch

Edit	Delete	Start Date	End Date	Days of Week Operating
<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	6/30/2016	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

Special Milk

Edit	Delete	Start Date	End Date	Days of Week Operating
<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	6/30/2016	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

Illinois Free Lunch

Edit	Delete	Start Date	End Date	Days of Week Operating
<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	6/30/2016	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

Previous Finish & Submit

Update Service Ranges [Close]

Range Start Date: 10/1/2015

Range End Date: 5/28/2016

Days of Week Operating:

Sun Mon Tue Wed Thu Fri Sat

Save

7. Make sure that you edit all of the programs to have the correct end date.
8. Once all of the programs have the end date updated click the Finish and Submit button.

Days of Operation
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National School Lunch

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<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	5/28/2016	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

Special Milk

Edit	Delete	Start Date	End Date	Days of Week Operating
<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	5/28/2016	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

Illinois Free Lunch

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<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	5/28/2016	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat

Previous Finish & Submit

Your days have now been removed from this school. If you have additional schools, you will need to do this same process for each school. Click on your Home button (house with a red roof at the top of the screen) and then you can start to update the next school by going back to Step 2 above.

These instructions are available under the blue and yellow question mark in the WINS system.

SUMMER FOOD SERVICE PROGRAM

Take a Bite Out of Summer Event to Help Kick Off Summer Meals in Chicago

ISBE is partnered with No Kid Hungry, which is coordinating a summer spike event in Chicago titled “Take a Bite Out of Summer.”

The event is scheduled for 10 a.m. to 2 p.m. July 11 at Harrison Park, 1824 S. Wood St. Any child, 18 and younger, can receive a free meal.



“Take a Bite Out of Summer” is designed to increase awareness of the availability of meals for children when school is out. The event offers activities for kids with participation and sponsorship from more than 10 organizations, including the USDA, Illinois Hunger Coalition, No Kid Hungry, Cook County Health Department and the Chicago Police Department.

Last year, SFSP and the Seamless Summer Option served more than 5 million meals across the state through approximately 300 sponsors and more than an estimated 2,300 sites. Ads and sites are also starting to show up on buses, newspapers and other media.

Find the closest site to you by either calling (800) 359-2163 or text FoodIL to 877877 or visit the website at SummerMealsIllinois.org.

PROFESSIONAL DEVELOPMENT

Direct Certification, Certification, and Verification Workshops Slated

Registration is now open for the direct certification, certification, and verification workshop for school district staff. This half-day workshop offers training

on the overall regulations related to the use of the Electronic Direct Certification System, certification of household eligibility applications, and verification efforts. Staff that work directly with the overall certification process at school districts would be the best persons to attend this training session.

There is no registration fee for these workshops, and beverage service will be available. For complete information, please visit www.isbe.net/nutrition and select “SNP Workshops.” Please note locations tend to fill up quickly, so it is important to complete registration as soon as possible.

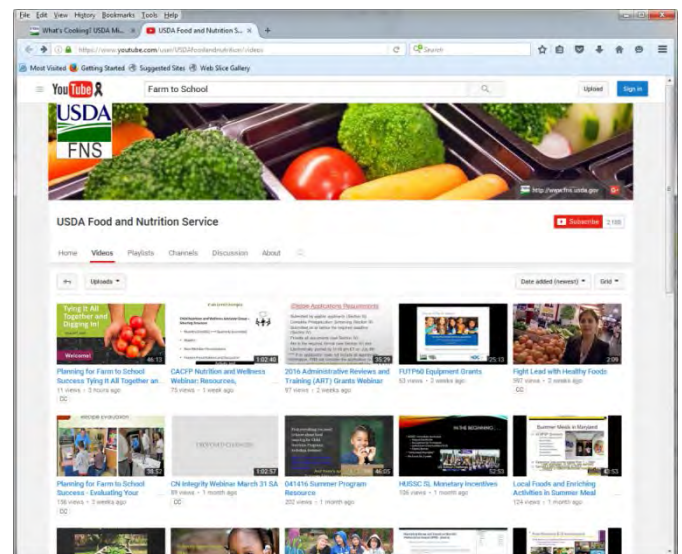
Dates and Locations:

- July 19 – Schaumburg (afternoon session)
- July 20 – Bradley (morning session)
- July 27 – Fairview Heights (morning session)
- July 28 – Bloomington (morning session)

Register by visiting

<http://webprod1.isbe.net/cnscaledar/asp/eventlist.asp>.

If you have any questions, please contact division staff at cnp@isbe.net or (800) 545-7892.



Did You Know? The U.S. Department of Agriculture has a YouTube Channel

That’s right; the USDA has a [YouTube Channel](#) with a variety of videos on a multitude of topics. They have information from how-to recipe videos,

to Administrative Review videos, to Fight Lead With Healthy Foods. The list goes on and on.

Whether you are just inquiring about a new subject area that you would like more information on or you're looking for a way to obtain those Professional Development hours that you need, the USDA YouTube Channel can help you. Just make sure to track what videos you watched, how long it was and when you watched them.

School Nutrition Association Annual National Conference Set for July 10-13

The School Nutrition Association's 70th annual national conference is scheduled for July 10-13 in San Antonio, Texas.



More than 6,500 attendees, including school nutrition professionals, industry members, and allied organization representatives, are expected at SNA's premiere school nutrition event of the year. For more information, go to <https://schoolnutrition.org/ANC/>.

U of I Extension Offers Training for School Nutrition Professionals

You can schedule free face-to-face training with the University of Illinois Extension this summer and fall! Training on various topics meet the USDA Professional Standards. To inquire about training in your area, please contact the U of I Extension through the [ABCs of School Nutrition website](#) or contact your local Extension office.



Coming soon to the ABCs of School Nutrition – Online Training Portal for IL School Nutrition Professionals will be mini-courses for:

- Making a Reimbursable Meal
- Salt, Who Needs It?! – Taking Advantage of Spices & Flavor to Satisfy Tastebuds
- Nutrition 101: Fruits & Vegetables

- Using Social Media to Enhance & Promote your School Nutrition Program

This portal will provide you information about face-to-face training opportunities, online courses, webinars, instructional videos, Illinois-specific updates and resources, and more. Visit <http://go.illinois.edu/ABCsofSchoolNutrition>, create a user profile, and stay tuned for more content to be added throughout the year.

You can also “Like” the [Team Up for School Nutrition Success ILLINOIS Facebook page](#) and get tips, advice, school nutrition news, training and webinar opportunities, and upcoming grant information. Join a motivated and inspired network of Illinois school nutrition professionals, see what other schools are doing in Illinois, and share what you're doing at your school.

'Pump Up P.E.: Promote Health, Learning & Lifelong Fitness' Training

The [Illinois Public Health Institute](#) has announced upcoming dates for “Pump Up P.E: Promote Health, Learning & Lifelong Fitness,” a one-day training for physical educators on ways to increase physical activity levels in P.E. classes, implement the revised State Learning Standards on Physical Development & Health, and administer the fitness tests that will be required beginning in the 2016-17 school year. For those that complete the training, 8.5 professional development hours are available.

- **Central Illinois:** July 12 at the Illinois State University Campus in Bloomington – Note: There is a charge to attend. Learn more and register [here](#). This is a pre-conference event to [ISU's P.E. Tech Camp](#), although you don't have to attend the Tech Camp to register for this training.
- **Suburban Cook County:** There are four trainings in August. For details, visit [here](#).
- [Sign up here](#) to receive updates on future trainings.

The Illinois Public Health Institute recently teamed up with the Illinois Alliance to Prevent Obesity to host two P.E. webinars. Click the links below to access the recordings (brief registration required).

- [New Laws & Standards to Pump Up P.E. in Illinois](#) – On the “Enhanced Physical Education” intervention, new P.E. developments/requirements for schools in Illinois and implementation guidance. Targeted to the whole school community – superintendents, administrators, principals and physical educators.
- [Pump Up P.E.: Ways to Effectively Engage Parents](#) – On ways physical educators can better engage parents as champions of physical education and school health.

Save the Date: Illinois Alliance to Prevent Obesity Meeting on Sept. 28

The Illinois Alliance to Prevent Obesity announced it will hold its annual in-person coalition meeting on Sept. 28 at the Illinois State University Alumni Center in Normal. The event will include opportunities to:



- Hear about IAPO’s legislative and advocacy successes and celebrate our legislative champions.
- Provide input on the 2017 IAPO advocacy agenda.
- Hear from funders on national trends and best practices in obesity prevention.
- Network with other multi-sector stakeholders interested in healthy eating, active living, and obesity/chronic disease prevention initiatives.

Watch for more details later this summer. Visit the IAPO online at <http://preventobesityil.org/>.

FOOD SERVICE

MyPlate Turns Five Years Old: Celebrating New Resources in 2016

Since MyPlate’s debut in 2011, the USDA Center for Nutrition Policy and Promotion (CNPP) has expanded and improved upon outreach efforts, continuously offering new resources and tools.

This year is no exception, with the 2015-20 Dietary Guidelines for Americans and the MyPlate,

MyWins campaign released simultaneously in January 2016. Visit the [USDA Blog](#) for the story.



U.S. Food and Drug Administration OKs Nutrition Facts Label Changes

The U.S. Food and Drug Administration recently announced approved changes to nutritional information for packaged foods sold in the United States. Most food manufacturers will be required to use the new Nutrition Facts label by July 26, 2018.

“For more than 20 years, Americans have relied on the Nutrition Facts label as a leading source of information regarding calories, fat and other nutrients to help them understand more about the foods they eat in a day,” stated FDA Commissioner Robert Califf, in a [news release issued May 20](#).

Some of the key updates for the new Nutrition Facts label will include the following:

- An updated design to highlight “calories” and “servings,” two important elements in making informed food choices.
- Requirements for serving sizes that more closely reflect the amounts of food that people currently eat. What and how much people eat and drink has changed since the last serving size requirements were published in 1993. By law, the Nutrition

Labeling and Education Act, requires that serving sizes be based on what people actually eat.

- Declaration of grams and a percent daily value (%DV) for “added sugars” to help consumers know how much sugar has been added to the product. It is difficult to meet nutrient needs while staying within calorie limits if you consume more than 10 percent of your total daily calories from added sugars, and this is consistent with the scientific evidence supporting the 2015-2020 Dietary Guidelines for Americans.
- “Dual column” labels to indicate both “per serving” and “per package” calorie and nutrition information for certain multi-serving food products that could be consumed in one sitting or multiple sittings. Examples include a pint of ice cream and a 3-ounce bag of chips. With dual-column labels available, people will be able to easily understand how many calories and nutrients they are getting if they eat or drink the entire package/unit at one time.
- Updated daily values for nutrients like sodium, dietary fiber and vitamin D, consistent with Institute of Medicine recommendations and the 2015-2020 Dietary Guidelines for Americans. Daily values are reference amounts of nutrients to consume or not to exceed and are used to calculate the %DV that manufacturers include on the label.

Read more label updates from the announcement at <http://www.fda.gov/NewsEvents/Newsroom/PressAnnouncements/ucm502182.htm>. A [Spanish version](#) of the release is also online.

CONGRATULATIONS

CPS 299 Receives ‘One in a Melon’ Award for Farm to School Excellence

The USDA recently announced the City of Chicago School District 299 as the winner of the “One in a Melon” award in Illinois, which recognizes incredible work on [farm to school programs](#).

Parents, teachers, community stakeholders, students, and others nominated districts across the country.

One of the nominations had this to say about the district: “CPS provides a comprehensive farm to school program connecting the dining center, classroom, and school garden. Farm to school visits bring local growers whose produce is featured in CPS dining centers to the classroom to engage with students. The Chicago Public Schools Farm to School Program is run by the Office of Student Health and Wellness and, therefore, all farm to school activities promote healthy school environments.”

Read more about “One in a Melon” in the [USDA Blog](#), where you can find a list of winners, as well as the results of the [USDA’s Farm to School Census](#). Highlights include: 26 percent of Illinois school districts surveyed plan to increase local food purchases in the future.

ISBE, IFT, and IEA Recognize Award-Winning Educators

ISBE, the Illinois Federation of Teachers, and the Illinois Education Association honored 29 educators on June 20 at the [sixth annual Exemplary Teacher Recognition Award Luncheon](#) held in Bloomington. The teachers were selected by their professional education organizations as the best in their fields of expertise during the 2015-16 school year. Honorees included four educators with awards from the [Illinois Association of Health, Physical Education, Recreation and Dance](#).

Please join us in congratulating:

- **Ben Leven**, Health Education Teacher of the Year, Twin Groves Middle School
- **Katie Mueller**, Adapted Physical Education Teacher of the Year, AERO Special Education Cooperative
- **Vicky Nordhem**, Secondary Physical Education Teacher of the Year, Stevenson High School
- **Kim Wheeler**, Middle School Physical Education Teacher of the Year, Alton Middle School

Sangamon County Excellence in School Wellness Award Winners Announced

The Sangamon County Excellence in School Wellness Award recognizes public schools in Sangamon County that have taken steps to create a healthy environment for their students and staff in the areas of school meals, nutrition and health education, physical activity and PE, health promotion, and obesity prevention.

A healthy school environment is positively associated with academic achievement and improved behavior in students, helps prevent childhood obesity, supports family wellness, and decreases the risk of future chronic diseases by promoting ideal health practices among youth. Congratulations to the winning schools for 2015-16!

- **Dubois Elementary School**, Springfield, Gold Award With Distinction
- **Lee Elementary School**, Springfield, Silver Award
- **Matheny-Withrow Elementary School**, Springfield, Gold Award
- **Jefferson Middle School**, Springfield, Silver Award
- **Southeast High School**, Springfield, Bronze Award
- **Butler Elementary School**, Springfield, Silver Award With Distinction
- **Blackhawk Elementary School**, Springfield, Silver Award
- **Ridgely Elementary School**, Springfield, Bronze Award

Chicago Team Takes Second Place in National Cooking Up Change Contest

Congratulations to the Chicago Public School students from Washington High School for their second-place finish in the national Cooking Up Change competition held in Washington, D.C., on June 6.

The students competed against nine other teams from across the country with their school meal of Cajun Chicken Lettuce Wrap, Roasted Corn Relish and Deconstructed Peach and Yogurt Pizza. Read more on the [Healthy Schools Campaign website](#).



WHAT'S NEW ONLINE?

- [SNP 2017 WINS Annual Application Instructions](#)
- [CACFP Updated Nutrition Standards for Meals and Snacks](#)
- [SNP Community Eligibility Provision \(CEP\) Application – Now Available!](#)
- [SNP SY 2016-2017 Household Eligibility Application Materials – Now Available!](#)
- [FY 2017 Income Eligibility Guidelines](#)
- [SFSP Waiver Request](#)

Visit the Nutrition and Wellness Programs Division at <http://isbe.net/nutrition/default.htm>.

CALENDAR OF EVENTS

- **July 4** – Independence Day, ISBE offices closed
- **July 7** – Deadline for comment period on [CNP Integrity Proposed Rule](#)
- **July 8-13** – [School Nutrition Association](#) Annual National Conference in San Antonio, Texas
- **July 19** – [NSLP Certification, Direct Certification, and Verification Workshop](#) in Schaumburg
- **July 20** – [NSLP Certification, Direct Certification, and Verification Workshop](#) in Bradley
- **July 27** – [NSLP Certification, Direct Certification, and Verification Workshop](#) in Fairview Heights
- **July 28** – [NSLP Certification, Direct Certification, and Verification Workshop](#) in Bloomington



Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education's Nutrition and Wellness Programs Division at (800) 545-7892 or (217) 782-2491.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.



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