

Verification Process

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School Year 2022-2023 Disclaimer

- We still do not have a complete picture of what School Year 2022-2023 will look like.
- As always, additional information and changes could come down from the USDA, but this is the information we know as of right now, everything is potentially subject to change.

Special Provisions

- Schools participating in a Provision 2 base year must complete the Verification Process because you are collecting F&R applications.
- Schools participating in the Community Eligibility Provision (CEP) do not collect applications and thus do not complete the Verification Process.

Topics

- Purpose/Overview
- Timeline
- Key Personnel
- Standard Method of Verification- Error Prone
 - Sample Pool
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- Confirmation Review
- Direct Verification
- Household Notification
- Sources of Verification
- Verification Completion
- Verification for Cause
- Verification Report
- Verification Errors

Purpose and Overview

Purpose

Verification is a part of the eligibility certification process, where a sample of approved applications are selected and back-up documentation provided by households to confirm the information/income reported on their applications, which is taken at face value, aside from this process.

Eligibility Certification vs. Verification

- **Eligibility Certification Process**
 - approving application as submitted based on face value
- **Verification Process**
 - verifying income reported on the application with back-up documentation

Verification Process is SFA-Wide

- The verification process is performed School Food Authority (SFA)-wide.
- Even if the eligibility certification process is not done at the central office level, verification is based off of all the applications from all eligible schools.

Centralizing Eligibility Certification

- It is not required, but recommended that the eligibility certification process take place at the central office.
- This allows for a more coordinated eligibility certification process and verification process.

A Note on the Reduced-Price Category

- In Vermont, in School Breakfast Program and National School Lunch Program, the state pays the reduced-price status household contribution of 30 cents for breakfast and 40 cents for lunch, so those households can receive meals at no cost to them.
- However, meals are still federally-reimbursed based on the category for which they qualify, so this is still a meaningful and important distinction.

Universal Meal Supplement

- In School Year 2022-2023, public schools operating Provision 2 in a base year, and independent schools for their publicly-tuitioned students, will receive additional funding from the state for the paid status meals.
- However, meals are still federally-reimbursed based on the applicable eligibility category.

Verification is not required for:

- Students who are directly certified
- Students in a Residential Child Care Institution (RCCI) – except for the day students
- Schools operating Community Eligibility Provision (CEP)
- Schools with Provision 2 Breakfast and Lunch in a non-base year
- Schools with non-pricing programs that claim only paid meal reimbursement
- Schools that only operate the Special Milk Program (SMP)

Verification Report is Required Even When the Verification Process is Not

- Even when the Verification Process is not required, the report is still required. This is a federal requirement.
- *The only exception is for School Food Authorities/schools that only operate the Special Milk Program (SMP). They do not need to complete the Verification Report.

Resources

- [VTAOE CNP Free and Reduced Meals Webpage](#)
 - [School Meals Programs Timeline of Important Dates School Year 2022-2023](#)
 - [Free and Reduced-Price Meal Application & accompanying documents](#)
 - [Income Eligibility Guidelines 2022-2023](#)
 - [Error Prone Income Eligibility Guidelines for School Year 2022-2023](#)
 - [Verification Documents for Programs in Provision 2 Base Year](#); includes notice and results letters
 - [Verification Documents for Independent School Pricing Programs](#); includes notice and results letters
- [Eligibility Manual for School Meals: Determining and Verifying Eligibility](#)

Verification Process Letters

- [Verification Documents for Programs in Provision 2 Base Year](#)
- [Verification Documents for Independent School Pricing Programs](#)
- These include the Verification Notice Letter and Verification Results Letter.

Income Eligibility Guidelines 2022-2023

- The free category is based on 130% of the federal poverty level and the reduced-price category is based on 185% of the federal poverty level.
- Do not use the guidelines on the back of the Free and Reduced-Price Meal Application, this only contains the reduced-price guidelines, which act as a framework for households.

Eligibility Manual for School Meals: Determining and Verifying Eligibility

The [Eligibility Manual for School Meals: Determining and Verifying Eligibility](#) contains information on the Eligibility Certification Process and Verification Process, including:

- definitions of key terms
- helpful sample scenarios of common situations and special situations
- questions and answers
- thorough rundown of acceptable sources of documentation for verification.

Confidentiality

- In all aspects of the Eligibility Certification Process and the Verification Process confidentiality is critical.
- Maintain confidentiality and anonymity and prevent overt identification of benefit status in all aspects of program operation.

Document, Document, Document

- Document all communication with households and all steps of the Verification Process.
- You can use the [Verification Log Worksheet](#) to help track your progress.
- Keep copies of the letters sent to households.

Timeline

Verification Timeline

*Track which applications are Error Prone throughout the Eligibility Certification process

- Approved applications on file as of October 1st, in 2022, this is a Saturday, so SFAs should use the next operating day to establish the sample pool (this is addressed on page 98 of the Eligibility Manual)
- Complete Verification Process by November 15th
- Complete Verification Report in the [Harvest Child Nutrition System](#) by December 15th

Change in Timeline

- The SFA may request an extension of the November 15th deadline by emailing Rosie Krueger, State Director of Child Nutrition Programs, mary.krueger@vermont.gov.
- The State agency may approve, in writing, an extension up to December 15th of the current school year, due to reasons such as natural disaster, civil disorder, strike, or other circumstances.
- A request for an extension beyond December 15th must be submitted by the State agency to the Northeast Regional Office (NERO) for approval.

Key Personnel

Verification Process Personnel

- Determining Official
- Confirming Official
- Verifying Official
- Hearing Official
- All of these positions, except for the Confirming Official, are reported in the Determining and Hearing Official tab of the Organization Application in the School Meals Application Packet in the Harvest Child Nutrition System.

Determining Official

- Ensures applications are complete
- Approves household meal applications for free, reduced-price, or paid status
- Notifies households of eligibility status
- Ensures historical data of student status is tracked through the data system or master list
- Ensures student status is communicated to food service and on the Benefit Issuance List

Confirming Official

- This person must be different than the Determining Official, but can be the same as the Verifying Official.
- They are responsible for conducting the confirmation review to ensure the application was correctly approved by the Determining Official.

Verifying Official

- Establishes the Sample Pool
- Determines the Sample Size; number of applications to verify
- Selects the necessary applications
- Notifies and communicates with households
- Makes any necessary changes to benefit statuses
- Completes the Verification Report in the Harvest Child Nutrition System

Assigning Roles

- The Determining Official and the Verifying Official can be the same person.
- The Determining Official and the Confirming Official cannot be the same person.
- The Confirming Official and the Verifying Official can be the same person.

Hearing Official

- The Hearing Official is the person who presides over households' appeal of the verification decision and are not involved in any other part of the Eligibility Certification Process or Verification Process.
- This is typically the superintendent or head of school for independent schools.

Standard Method of Verification aka Error Prone

Standard/Error Prone Method

- As of School Year 2018-2019, every SFA in Vermont is required to use the Standard Method of Verification, also known as the Error Prone method of Verification.

Error Prone Income Eligibility Guidelines

- Error prone applications are approved applications that fall within:
 - \$23.07 of the weekly income guidelines
 - \$46.15 of the bi-weekly income guidelines
 - \$50 of the twice per month income guidelines
 - \$100 of the monthly income guidelines
 - \$1,200 of the annual income guidelines
- [Error Prone Income Eligibility Guidelines for School Year 2022-2023](#)

Tracking Error Prone

- It is critical to mark or tab or notate in some way which applications are error prone during the Eligibility Certification Process, so that you do not have to go back and do this step later on.

Sample Pool and Sample Size

- **Sample Pool:** The total number of approved applications on file as of October 1st (or when this a weekend, the following operating day)
- **Sample Size:** The number of applications subject to verification. It is 3% of the Sample Pool. They are selected from the error prone applications.

Sample Pool

- Actual number of approved, not incomplete or denied, household applications on file for the current year as of October 1st (or when this is a weekend, the following operating day)
- This is based on number of applications, not number of students on the applications.

Removing the applications that qualify via Direct Certification (DC)

- Applications that have a 3Squares VT/SNAP or Reach Up/TANF case number that you find on the DC List from the State or are Directly Certified some other way are removed when creating the Sample Pool.

Direct Certification (DC) List from the State

- Provides the information that students are eligible to receive free meals based on their participation in the Supplemental Nutrition Assistance Program (SNAP), known as 3SquaresVT in Vermont or Temporary Assistance for Needy Families (TANF), known as Reach Up in Vermont
- Every month, we send a notification on the Food Service Managers ListServ when the report is available

Other Source Categorically Eligible Direct Certification

- Information from Homeless Coordinator that student is Homeless or Runaway
- Letter from Migrant Coordinator at VTAOE
- Information from the state that the student is Foster
- List of Head Start students from Head Start teacher

Administrative Approval

- Meal applications completed by school officials, on behalf of the household, often referred to as “Administrative Approval”, are excluded from verification.
- Do not include these applications in your Sample Pool.
- This is addressed on page 42 of the Eligibility Manual.

Sample Size

- The number of applications subject to verification is 3% of the Sample Pool. They are selected from the error prone applications.
- All decimals must be rounded up to the nearest whole number.
- Must verify a minimum of one application.
- Do not verify more or less applications than the required amount, the only exception is Verification for Cause.
- Do not verify all applications.
- If there are not enough error prone, randomly pull the additional applications, as necessary.

Replacing Applications when pulling Sample Size

- Applications may be replaced when the SFA believes the household would be unable to satisfactorily respond to the verification request.
- After completing the confirmation reviews, the SFA may replace up to 5% of applications selected. The confirmation review will be addressed later in this training.

Replacing Applications Continued

- If five percent of total applications results in less than one application, one application may still be replaced. All results of the 5% are rounded up to the next whole number.

Sample Size Example 1

- 96 approved applications on file
 - $96 \times .03 = 2.88$
 - 2.88 rounds up to 3
- Select the 3 from the error prone applications
 - If there are not enough error prone, randomly pull the additional applications as necessary from the rest of your Sample Pool.

Sample Size Example 2

- 151 approved applications on file
- $151 \times .03 = 4.53$
- 4.53 rounds up to 5
- Select the 5 from the error prone applications
 - If there are not enough error prone, randomly pull the additional applications as necessary from the rest of your Sample Pool.

Sample Size Example 3

- 376 approved applications on file
 - $376 \times .03 = 11.28$
 - 11.28 rounds up to 12
- Select the 12 from the error prone applications
 - If there are not enough error prone, randomly pull the additional applications as necessary from the rest of your Sample Pool.

Confirmation Review

Confirmation Review Step

- Prior to any other Verification activity, this is the first step after an application has been selected for verification to determine if it was correctly approved in the first place.
- Indicate on the application with signature and date to indicate they conducted the review.
- If the SFA conducts a confirmation review of all applications at the time of certification, such as if they are on the Independent Review List, it is not required again as part of the Verification Process.
- Confirmation Reviews are addressed on page 103 of the Eligibility Manual.

Changes in Status Due to Confirmation Review

- No change in status; continue with verification
- Changes from reduced to free; change status immediately; continue with verification
- Changes from free to reduced; do not change the status; continue with verification
- Changes from free or reduced to paid; notify household of adverse action; select another application for verification
- This is addressed on page 104 of the Eligibility Manual.

Direct Verification

Attempt to Directly Verify

- Check the DC List from the state to see if the student is eligible through 3SquaresVT or Reach Up or documentation from personnel such as the Homeless Liaison, Migrant Coordinator, Head Start teacher, or state-placed foster official
- To check an individual student's 3SquaresVT or Reach Up status, folks can email Denise Blankenship, denise.blankenship@vermont.gov, to initiate a secure email chain to request the information that way, but it may only be requested via secure email. Please use the [Direct Certification Status Form](#). We are no longer accepting faxed forms.

Household Notification

Notify Household

- Using the Verification Notice Letter in the [Verification Documents for Programs in Provision 2 Base Year](#) or the [Verification Documents for Independent School Pricing Programs](#).
- Must provide a toll-free number households can use to call.
- Allow households to designate a Collateral Contact.
- This is addressed on pages 105 and 106 of the Eligibility Manual.

Collateral Contact

- A person outside of the household who is knowledgeable about the household's circumstances and can confirm a household's income level or participation in Assistance Programs or Other Source Categorical Eligibility Programs.
- This is addressed on page 108 of the Eligibility Manual.

One Follow-Up Attempt to Household

- If households do not respond to your first notice, you are required to conduct one follow-up attempt. This can be a letter, email, or phone call.
- If it is a phone call, it must be documented in some way.

Sources of Verification

Acceptable Sources of Documentation

- Acceptable Sources of Documentation for Verification are addressed on page 107 of the Eligibility Manual.

Acceptable Sources 1

- For income eligible applications:
Acceptable written documents contains:
 - The name of the household member
 - The amount of income received
 - The frequency received
 - The date the income was received
- Must submit documentation for all income reported on the application.

Self-Employed

- Self-employed persons may use their previous year's income, unless their current net income provides a more accurate picture.
- Self-employed persons should submit Schedule C (Form 1040 or 1040-SR) Profit or Loss From Business and SFAs should use line 31 "Net profit or (loss)".
- Income for the Self-Employed is addressed on pages 27 and 28 of the Eligibility Manual.

Schedule C (Form 1040), Profit or Loss from Business

When conducting verification for self-employed persons, this is the form for them to submit and line 31 is the line to reference.

SCHEDULE C
(Form 1040)

Profit or Loss From Business
(Sole Proprietorship)

OMB No. 1545-0074
2021
Attachment
Sequence No. 09

Department of the Treasury
Internal Revenue Service (99) ▶ Go to www.irs.gov/ScheduleC for instructions and the latest information.
▶ Attach to Form 1040, 1040-SR, 1040-NR, or 1041; partnerships must generally file Form 1065.

Name of proprietor _____ Social security number (SSN) _____

A Principal business or profession, including product or service (see instructions) _____

B Enter code from instructions _____

C Business name. If no separate business name, leave blank. _____

D Employer ID number (EIN) (see instr.) _____

E Business address (including suite or room no.) ▶ _____
City, town or post office, state, and ZIP code _____

F Accounting method: (1) Cash (2) Accrual (3) Other (specify) ▶ _____

G Did you "materially participate" in the operation of this business during 2021? If "No," see instructions for limit on losses. Yes No

H If you started or acquired this business during 2021, check here Yes No

I Did you make any payments in 2021 that would require you to file Form(s) 1099? See instructions. Yes No

J If "yes," did you or will you file required Form(s) 1099? Yes No

Part I Income

1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employees" box on that form was checked. <input type="checkbox"/>	1
2	Returns and allowances	2
3	Subtract line 2 from line 1	3
4	Cost of goods sold (from line 42)	4
5	Gross profit. Subtract line 4 from line 3	5
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6
7	Gross income. Add lines 5 and 6	7

Part II Expenses. Enter expenses for business use of your home only on line 30.

8	Advertising	8	18	Office expense (see instructions)	18
9	Car and truck expenses (see instructions)	9	19	Pension and profit-sharing plans	19
10	Commissions and fees	10	20	Rent or lease (see instructions):	20
11	Contract labor (see instructions)	11	a	Vehicles, machinery, and equipment	20a
12	Depletion	12	b	Other business property	20b
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	13	21	Repairs and maintenance	21
14	Employee benefit programs (other than on line 19)	14	22	Supplies (not included in Part III)	22
15	Insurance (other than health)	15	23	Taxes and licenses	23
16	Interest (see instructions):	16	24	Travel and meals:	24
a	Mortgage (paid to banks, etc.)	16a	a	Travel	24a
b	Other	16b	b	Deductible meals (see instructions)	24b
17	Legal and professional services	17	25	Utilities	25
18	Total expenses before expenses for business use of home. Add lines 8 through 27a	18	26	Wages (less employment credits)	26
19	Tentative profit or (loss). Subtract line 28 from line 7	19	27a	Other expenses (from line 48)	27a
20	Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method. See instructions.	20	b	Reserved for future use	27b
Simplified method filers only: Enter the total square footage of (a) your home:		20	28	Total expenses before expenses for business use of home. Add lines 8 through 27a	28
and (b) the part of your home used for business: _____ Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30		20	29	Tentative profit or (loss). Subtract line 28 from line 7	29
31	Net profit or (loss). Subtract line 30 from line 20.	31	30	Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method. See instructions.	30
• If a profit, enter on both Schedule 1 (Form 1040), line 3, and on Schedule SE, line 2. (If you checked the box on line 1, see instructions). Estates and trusts, enter on Form 1041, line 3.		31		Simplified method filers only: Enter the total square footage of (a) your home:	
• If a loss, you must go to line 32.		31		and (b) the part of your home used for business: _____ Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30	
32 If you have a loss, check the box that describes your investment in this activity. See instructions.		31		31 Net profit or (loss). Subtract line 30 from line 20.	
• If you checked 32a, enter the loss on both Schedule 1 (Form 1040), line 3, and on Schedule SE, line 2. (If you checked the box on line 1, see the line 31 instructions.) Estates and trusts, enter on Form 1041, line 3.		31		• If a profit, enter on both Schedule 1 (Form 1040), line 3, and on Schedule SE, line 2. (If you checked the box on line 1, see instructions). Estates and trusts, enter on Form 1041, line 3.	
• If you checked 32b, you must attach Form 6198. Your loss may be limited.		31		• If a loss, you must go to line 32.	
32a <input type="checkbox"/> All investment is at risk.		31		32 If you have a loss, check the box that describes your investment in this activity. See instructions.	
32b <input type="checkbox"/> Some investment is not at risk.		31		• If you checked 32a, enter the loss on both Schedule 1 (Form 1040), line 3, and on Schedule SE, line 2. (If you checked the box on line 1, see the line 31 instructions.) Estates and trusts, enter on Form 1041, line 3.	

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11334P Schedule C (Form 1040) 2021

Indication of “No Income”

- If the household’s application indicates zero income, the SFA must request an explanation of how living expenses are met.
- The SFA may request additional written documentation or collateral contacts. The collateral contact may be asked to document the duration and type of assistance that is provided to the household.
- This is addressed on page 109 of the Eligibility Manual.

Non-Income Based Documentation

Although you are initially selecting error prone, income-based applications, you might have to randomly select additional applications if you do not have enough error prone or the household may provide proof that a child or any household member is receiving benefits under an Assistance Programs or that a child is Other Source Categorically Eligible instead of providing income information.

Acceptable Sources 2

- For categorically eligible assistance program applications:

Acceptable written documents include:

- An official letter or notice that the child or any household member is receiving benefits from the program

Acceptable Sources 3

- For other source categorically eligible programs:

Acceptable written documentation includes:

- An official letter or notice or list from the appropriate State agency, program office or coordinator, or court

“Zero Benefit” Households

- Letter from 3SquaresVT or Reach Up must have a benefit amount.
- “Zero benefit” households are not eligible for free meals.
- This is addressed on page 67 of the Eligibility Manual.

Verification Completion

Verification Process Completion

The Verification Process is complete when the household:

- Submits adequate information to support free or reduced-price meal status or;
- Submits documentation to support changing student(s) to paid status
- Does not respond after two attempts and student(s) status change to paid

Status Stays the Same

- If after the back-up documentation has been assessed and the household's eligibility status has determined to be the same, send out the Verification Results Letter and check off that "Your child(ren)'s eligibility has not changed."

Status Changes for the worse

- If, as a result of verification, there is a reduction in benefits (free to reduced, free to paid, or reduced to paid) a notice of adverse action, in the form of the Verification Results Letter, must be sent.
- Households must be provided notice 10 calendar days prior to the actual reduction or termination of benefit status.

Change to paid status due to failure to complete the verification or Verification for Cause process

- If a household changes to paid status due to failure to complete the verification or Verification for Cause process and the household reapplies in the same school year, they are still subject to verification throughout the school year and must provide back-up documentation with the new application.
- This is addressed on page 59 of the Eligibility Manual.

Verification for Cause

Verification for Cause

- Select a questionable application or application with discrepancies.
- Once the application is selected, **the same process is followed.**
- More information on how to handle this is addressed on page 99 of the Eligibility Manual.
- See [SP 13-2012 Verification for Cause in the School Meals Programs Memo](#)
- Verification for Cause may be conducted at any time during the school year.

Verification for Cause for School District Employees

- The SFA could use available salary information for school district employees to identify questionable applications, and then conduct Verification for Cause on those questionable applications.
- SFAs are strongly encouraged to consult their legal counsel prior to undertaking Verification for Cause for school employees.
- This is addressed on page 100 of the Eligibility Manual.

Verification Report

Completing the Verification Report

- The Verification Report is in the [Harvest Child Nutrition System](#)
- Go to Data Collections then Verification Report and ensure the correct School Year, 2022-2023, is displayed.
- Make sure the information reported is accurate.

Verification Report SNAP Information

- Question 3-2 asks for “Students directly certified through 3SquaresVT. Do NOT include students certified with 3SquaresVT through the letter method.”
- Include all of the students listed in the SNAP column on the Direct Certification (DC) List. Also include any student deemed eligible based on extended categorical eligibility via a student in the household directly certified through SNAP.
- This is important because states have a goal of ensuring at least 95% of the children that are in SNAP households qualify for free breakfast and lunch.

FPRS Report FNS-742

- The data that each SFA submits in the verification report is pulled out of the Harvest Child Nutrition System and submitted to the USDA Food Program Reporting System (FPRS) which analyzes it for errors.
- We then contact SFAs to correct these errors before the report can be fully submitted.

Verification Errors

Assessing Verification Process during the Administrative Review

The State agency will check to see if the SFA:

- Selected the correct Sample Size
- Completed a confirmation review
- Made follow-up attempts
- Kept all letters and communication documentation on file
- Followed the required timeline
- Completed the Verification Report correctly and on time

Common Verification Errors

- Lack of Confirmation Review and/or documentation
- Lack of attempt to Directly Verify
- Not all income reported on the application was verified
- Verification Report not correct
- Copies of letters to household(s) not kept on file

Ameliorative Action List

- Errors in the SY2021-2022 Verification Report require the SFA participate in Verification Training prior to School Year 2022-2023, as corrective action.
- These errors include:
 - greater than 90% of applications verified resulted in students losing meal benefits;
 - the SFA verified the incorrect number of applications;
 - the SFA did not complete verification, or did not complete verification on time.
- Ailynne Adams has notified applicable SFAs that they are on this list.

Record Retention

- All records must be kept confidential and maintained on file for 3 years, plus the current year.
- Local rules may require records be maintained longer.

Independent Review

- SFAs that are on the Independent Review List, due to errors found during their Administrative Review, are required to conduct a Confirmation Review of all free and reduced-price applications, prior to notifying the household of their eligibility status. There are currently no SFAs on this list. This is different than the Verification Process.

Vermont Agency of Education

Child Nutrition Programs

Contact Information

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Non-Discrimination 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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