



ADMINISTRATIVE REVIEW TRAINING



ALABAMA STATE DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

SCHOOL PROGRAMS

FEBRUARY 18, 2021

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lxr.php?RCID=f0bea9dded8343eb8b67d9defd2bcbf3>

Administrative & Procurement

Review Training

presented by/

Alabama State Department of Education

AGENDA

Thursday
February 18, 2021

Virtual Training

Montgomery, AL



9:00	-	9:05	Log In to Training/Housekeeping	Robbie Scott
9:05	-	9:10	Greetings from ALSDE	Angelice Lowe Interim Coordinator ALSDE CNP
9:10	-	10:10	School Programs: Tips for Success	Chad Langston Senior Nutritionist
10:10	-	10:20	Break and Stretch	
10:20	-	11:10	Auditing: Tips for Success	Steven Rylant Senior Accountant
11:10	-	11:45	All About the Procurement Review	Debbie Harris Senior Accountant
11:45	-	12:00	Questions and Answers/Closing	ALSDE Staff

TIMELINE

- CONFIRMATION/INTRODUCTORY LETTER – RECEIVE APPROXIMATELY 6 WEEKS PRIOR TO ADMINISTRATIVE REVIEW(AR)
 - USED TO NOTIFY SFA OF UPCOMING ADMINISTRATIVE REVIEW
 - ALSO USED AS CHECKLIST OF DOCUMENTATION THAT SFA SHOULD PREPARE PRIOR TO ON-SITE VISIT
- COMMUNICATION FROM AUDITING AND SCHOOL PROGRAMS STAFF – APPROXIMATELY 4 WEEKS PRIOR TO AR
- ENTRANCE CONFERENCE – FIRST DAY OF ON-SITE REVIEW
- ON-SITE AR – LENGTH DEPENDENT UPON HOW MANY SITES ARE TO BE REVIEWED
- EXIT CONFERENCE – LAST DAY OF ON-SITE REVIEW
- CORRECTIVE ACTION – DUE 30 DAYS AFTER RECEIVING OFFICIAL REPORT



PRIOR TO THE ON-SITE REVIEW

MEAL COMPLIANCE RISK ASSESSMENT QUESTIONNAIRE

- A list of schools will be provided to CNP Director
 - CNP Director will complete questionnaire for each school provided
 - Email completed form to School Programs staff asap

Meal Compliance Questionnaire	
	This questionnaire is to be completed at a minimum for <u>each site</u> that is selected for Administrative Review.
School Name Insert School Name Here	
1. In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at this site? (place an "% in the appropriate boxes)	
<ul style="list-style-type: none">▪ School Breakfast Program▪ Seamless Summer Option▪ Afterschool Snack Program▪ Fresh Fruit and Vegetable Program▪ Special Milk Program	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2. What are the age/grade groups served in the school? (place an "% in the appropriate boxes)	
<ul style="list-style-type: none">▪ Pre-K▪ K-5 only (or K-1, K-2, K-3, K-4)▪ 6-8 only (or 6-7, 7-8)▪ 9-12 only (or 10-12)▪ K-8 overlap▪ 6-12 overlap▪ K-12 overlap	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. How many reimbursable meal service lines are in operation? If the site does not have traditional lines, indicate how many different locations students may select from vegetable subgroup offerings. (place an "% in the appropriate boxes)	
<ul style="list-style-type: none">▪ 1▪ 2-3▪ 4+	<input type="text"/> <input type="text"/>
4. Do students serve themselves foods via food bars, serving stations, and /or salad	
Yes	<input type="text"/>
No	<input type="text"/>
5. Does the site utilize cycle menus?	
Yes	<input type="text"/>
No	<input type="text"/>
6. Are meals served at alternate meal service locations outside of the cafeteria?	
Yes	<input type="text"/>
No	<input type="text"/>
7. Is the school a Healthier US Challenge award recipient certified January 1, 2010 or later?	
Yes	<input type="text"/>
No	<input type="text"/>
8. Does the site have a kitchen manager, cook, or site manager that has been in their current position for less than one year?	
Yes	<input type="text"/>
No	<input type="text"/>

School #1 **School #2** **School #3** **School #4** **School #5**



DIETARY SPECIFICATIONS QUESTIONNAIRE

- A “target” school will be provided to CNP Director from School Programs staff
 - CNP Director will complete questionnaire for the school provided
 - Email completed form to School Programs staff prior to onsite review

Dietary Specifications Questionnaire		For each question below, select the number that corresponds to the best description:	
		1- Always 2- Most items or most of the time 3- Some items or some of the time 4- Never	
School Name [ENTER SCHOOL NAME HERE]		Lunch Breakfast	
1	Are specifications considered when purchasing menu items and condiments to limit the following?		
	a. Saturated fat		
	b. Sodium		
	c. Trans fat		
2	Only low-fat (1% milk fat or less, unflavored) or fat-free (unflavored or flavored) milk is used for student consumption and in menu recipes.		
3	Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese		
4	Cheese (all varieties including reduced fat) is controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal. This includes cheese offered on salad bars.		
5	Are non-credible cheese products offered as part of a reimbursable meal? (Non-credible cheese includes: cheese sauce without a CN label, cheese product, imitation cheese and powdered cheese).		
6	Reduced-fat, low fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of full-fat varieties.		
7	Broths and/or soups with low or reduced sodium are used, rather than regular broths and soups.	N/A	
8	Fresh, frozen, and/or low sodium or no sodium canned vegetables are offered, rather than reduced sodium or regular canned vegetables		
9	How often are bacon, bacon bits, pepperoni, chow mein noodles, pickles, olives, packaged crackers and/or croutons available to students?	N/A	
10	How often are meats such as hot dogs, luncheon meats (e.g. ham, turkey) and/or sausage offered on the service line and/or salad bar? (All varieties - including reduced and/or low sodium).		
11	Canned fruits are packed in water, fruit juice, or light syrup. If only fresh fruit is offered, then type "N/A".		
12	Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. per week or less for LUNCH. If grain-based desserts are not offered, then type "N/A".	N/A	
13	How often are "grain-based dessert" type items such as doughnuts, toaster pastries, cake, muffins, and cookies offered at BREAKFAST?		
14	Other seasonings, such as herbs and spices, are substituted for salt.		
15	Oil is used in recipes, rather than shortening, margarine, or butter.		
16	Fat is drained from browned meats and poultry and/or fat is skimmed from broths, soups, stews, or gravies and/or skin is removed from poultry or skinless poultry is used. If browned meats and poultry are not offered, then type "N/A".		
17	Is a deep fat fryer used on-site to prepare school meal items?		
18	Is butter or margarine added to breads and/or vegetables prior to serving?		

WHAT IS A REVIEW PERIOD?

- THE MOST RECENT MONTH FOR WHICH A CLAIM FOR REIMBURSEMENT WAS SUBMITTED, PROVIDED THAT IT COVERS AT LEAST TEN(10) OPERATING DAYS. **MAY ALSO BE REFERRED TO AS THE “MONTH OF REVIEW”.**
- ONCE A REVIEW PERIOD IS DETERMINED, THE CNP DIRECTOR WILL CHOOSE A COMPLETE WEEK WITH 5 OPERATING DAYS(7 OPERATING DAYS IF YOU SERVE WEEKENDS) WITHIN THAT MONTH.

REVIEW PERIOD

- PROVIDE FROM THE WEEK WITHIN THE REVIEW PERIOD FOR REVIEWED SCHOOL(S):
 - MENU FOR ALL AGE/GRADE GROUPS
 - THESE MENUS SHOULD BE PROVIDED FOR THE SCHOOL BREAKFAST PROGRAM, NATIONAL SCHOOL LUNCH PROGRAM, AND AFTERSCHOOL SNACK PROGRAM
 - MENU WORKSHEET PORTION OF A USDA-APPROVED MENU PLANNING TOOL FOR CERTIFICATION FOR SIX CENT REIMBURSEMENT
 - PRODUCTION RECORDS

REVIEW PERIOD (CONTINUED)

- HAVE AVAILABLE IF NEEDED: FOOD LABELS, USDA FOODS INFORMATION SHEETS, CN LABELS, STANDARDIZED RECIPES, MANUFACTURER'S PRODUCT FORMULATION STATEMENT, BID DOCUMENTATION, AND/OR FOOD BUYING GUIDE INFORMATION USED TO DETERMINE CREDITING

TEAM NUTRITION

USDA Approved Nutrient Analysis Software

HOME > TEAM NUTRITION

Home

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Team Nutrition Training Grants

Mealtimes With Toddlers in the CACFP

Resources

Technical Assistance & Guidance

Research, Analysis & Background

This information is provided to assist state agencies, school food authorities, and local schools with the selection of a software program that has been USDA-approved for nutrient analyses required in the school meal programs.

Only USDA-approved nutrient analysis software may be used to conduct nutrient analyses for an Administrative Review. Software approved by USDA for nutrient analysis may also be used for:

- nutrient analysis portion of certification for the additional performance-based reimbursement (certification of compliance) for lunch;
- nutrient analysis portion of certification for the additional performance-based reimbursement (certification of compliance) for breakfast; and
- nutrient analysis of recipes to ensure compliance with the Smart Snacks in School standards.

Note that only nutrient analysis software approved by USDA are considered an allowable cost to the non-profit school food service account. For certification for the additional performance-based reimbursement for lunch, the USDA-approved menu planning software listed [here](#) may be used. Many of the software approved for nutrient analysis are also approved for menu planning (certification of compliance).

[Cartewheel](#)

Colyar Technology Solutions, LLC

Phone: 623-209-1700

[Eatec Solutions by Agilysys](#)

Agilysys, Inc.

Phone: 877-374-4783

USDA CERTIFICATION OF COMPLIANCE WORKSHEET

Meal Pattern
Reimbursable Breakfast
Grades K-12

SFA Name:
K-12 Menu #:

John Doe Private School
May 9-13 2016

Enter each reimbursable breakfast offered during the reference week and select or enter the quantity of each component.

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit offered with this meal, total amount of vegetables in a main dish and/or side dish, and amount of milk. The vegetable subgroups and types of milk will be recorded on a different tab.

[Click here to go the Food Buying Guide Calculator](#)

[Click here to go the Instructions](#)

[Click here to the Weekly Report](#)

1

2

2a

2b

3

3a

3b

3c

5

Meal Name

Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal.

**** DO NOT DELETE ROWS****

Grains

**NOTE: Grains must be offered as ounce equivalents. Meats/Meat Alternates may credit toward Grains requirement.

1 oz eq Meat/Meat Alternate = 1 oz eq Grains

Fruit (cups)

**NOTE: Enter the CREDITABLE amount of dried fruit

Fluid Milk (cups)

Enter the TOTAL number of oz eq of GRAINS + Meat/Meat Alternate counting toward Grains

Enter the number of oz eq/servings of Whole Grain-Rich Grains

Enter the number of oz eq of Meats/Meat Alternates counting toward Grains requirement

Select the number of cups of fruit including fruit/vegetables/juice offered with this meal

ONLY select the cups of fruit/vegetable juice

ONLY select the number of cups of non-starchy vegetables offered with this meal

ONLY select the number of cups of starchy vegetables offered with this meal

Enter the number of cups of fluid milk offered with this meal

Example: Bagel and cream cheese /apples

2.00

2.00

0.00

1

1/2

1/2

1/2

1

1 WG pancakes, sausage link, banana, assorted fruit juice, assorted milk

2.50

2.00

0.50

1

1/2

1/2

1/2

1

2 WG chicken biscuit, peach cup, assorted fruit juice, assorted milk

3.00

2.00

1.00

1

1/2

1/2

1/2

1

3 WG cinnamon roll, sausage patty, orange slices, assorted fruit juice, assorted milk

3.00

2.00

1.00

1

1/2

1/2

1/2

1

4 Breakfast pizza, pineapple chunks, assorted fruit juice, assorted milk

2.50

1.50

1.00

1

1/2

1/2

1/2

1

5 WG French toast sticks, sausage link, apple slices, assorted fruit juice, assorted milk

2.00

1.50

0.50

1

1/2

1/2

1/2

1

6

7 Cereal, fruit, assorted fruit juice, assorted milk

2.00

2.00

0.00

1

1/2

1/2

1/2

1

8

9

NUTRI KIDS MEAL GROUP CONTRIBUTION REPORT

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Schools
Meal Group Contribution Report
H - Breakfast 9-12

Feb 4, 2016

Monday 2/22/2016

Monnette

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
001587	CEREAL BAR, COCOA PUFFS	1 EACH			1.000			1.000
001581	YOGURT-GO GURT	1 EACH						
001256	TEDDY GRAHAMS, HONEY	PKG			1.000			1.000
000996	RAISINS, BOX	BOX				0.500		
000978	JUICE ASSORTMENT	SERVING				0.500		
001428	MILK, FF SKIM	HALF PINT					1.000	
001427	MILK, FF CHOCOLATE	HALF PINT					1.000	
Total					2.000	1.000	2.000	2.000

pancake breakfast

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
001471	PANCAKE: 2=2WG	2 PANCAKES			2.000			2.000
001470	SAUSAGE LINIC 1 link	1 link		0.500				
000978	JUICE ASSORTMENT	SERVING				0.500		
001085	BANANAS	1/2 cup				0.500		
001426	MILK, 1% FAT	HALF PINT					1.000	
001428	MILK, FF SKIM	HALF PINT					1.000	
001427	MILK, FF CHOCOLATE	HALF PINT					1.000	
Total				0.500	2.000	1.000	3.000	2.000

Tuesday 2/23/2016

breakfast pizza

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
900055	Pizza, Breakfast with Sausage	slice	1.000		1.500			1.500
000978	JUICE ASSORTMENT	SERVING				0.500		
000086	ORANGES	1/2 CUP				0.500		
001426	MILK, 1% FAT	HALF PINT					1.000	
001428	MILK, FF SKIM	HALF PINT					1.000	
001427	MILK, FF CHOCOLATE	HALF PINT					1.000	
Total			1.000		1.500	1.000	3.000	1.500

Monnette

No.	Name	Portion Size	M/MA as Add'l OZ Equiv	M/MA as Grain OZ Equiv	Grains OZ Equiv	Fruit Cup	Milk Cup	Whole Grain OZ Equiv
001531	CEREAL, CINNAMON TOAST CRUNCH	PACKAGE			1.000			1.000
001581	YOGURT-GO GURT	1 EACH						

USDA CERTIFICATION OF COMPLIANCE WORKSHEET

WEEKLY REPORT

Daily Requirement Summary Breakfast, Grades K-12									Weekly Fruit Juice Limit (no more than half of total fruit)	Total Weekly Fruit	Total Weekly Juice	Percent of totally weekly fruit that is juice	Weekly Requirement check
Go to instructions	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check					
Fruit, Vegetable, Fruit Juice or Vegetable Juice Servings	1	1	1	1	1	5	5	Yes		5	2 1/2	50.00%	Yes
Minimum Grain	2.00	3.00	3.00	2.50	2.00	12.50	9	Yes	Must serve at least 2 cups of non- starchy prior to crediting starchy vegetables as fruit	0	0	0	0
Maximum Grain	2.50	3.00	3.00	2.50	2.00	13.00	10	No	Starchy	0	0	0	0
Whole Grain Rich Weekly Amount (oz eq)	Weekly Grains Total	11.00	Weekly Whole Grain- Rich Total	11	Percent of Whole Grain- Rich	100%	100%	Yes	Starchy vegetable fruit crediting check				
Minimum Fluid Milk (cups)	1	1	1	1	1	5	5	Yes					
Variety: Skim/fat-free unflavored, Skim/fat-free flavored, Low-fat (less than 1%), unflavored	Yes	Yes	Yes	Yes	Yes								
Low-fat (1% or less), flavored													
Reduced fat (2% fat) or whole, unflavored and flavored													

NUTRI KIDS WEEKLY CERTIFICATION WORKSHEET

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Schools Weekly Certification Worksheet

Week of 2/22/2016

5 Day Week	Mon 2/22/16	Tue 2/23/16	Wed 2/24/16	Thu 2/25/16	Fri 2/26/16				Weekly Total	Weekly Rqmt.	Weekly Rqmt. Check	Weekly Fruit Juice Limit Check (<= half of total fruit)	Total Weekly Fruit	Total Weekly Fruit Juice	% of Total Weekly Fruit that is Juice	Weekly Rqmt. Check
Fruit: Minimum (cups)	1	1	1	1	1				5	5	Yes		5	2.5	50.00%	Yes
Vegetables: Minimum (cups)									0	N/A	N/A					
-Dark Green	0	0	0	0	0				0	N/A	N/A					
-Red/Orange	0	0	0	0	0				0	N/A	N/A					
-Legumes	0	0	0	0	0				0	N/A	N/A					
-Starchy	0	0	0	0	0				0	N/A	N/A					
-Other	0	0	0	0	0				0	N/A	N/A					
Meat/Meat Alt: Minimum (oz eq)	0	0	0	0	0				0	N/A	N/A					
Meat/Meat Alt: Maximum (oz eq)	0	1	0	0	0				1	N/A	N/A					
Grain: Minimum (oz eq)	2	1.5	2	2	2				9.5	9	Yes					
Grain: Maximum (oz eq)	2.5	2	3	2.5	2				12	10	OVER					
Grain-Based Dessert Total for all weekly meals								0	No more than 2 oz	Yes						
Whole Grain Rich Weekly Amount	Weekly Grains Total	17	Weekly Whole Grain Rich Total	17	% of Whole Grain Rich	100%			100% whole grain rich	Yes						
	Mon 2/22/16	Tue 2/23/16	Wed 2/24/16	Thu 2/25/16	Fri 2/26/16				Weekly Total	Weekly Rqmt.	Weekly Rqmt. Check					
Milk: Minimum (cups)	2	2	2	2	3				11	5	Yes					
Variety: Skim/Fat-free unflavored, Skim/fat-free flavored, Low-fat(1% or less) unflavored	Yes	Yes	Yes	Yes	Yes											
Low-fat(1% or less), flavored																
Reduced fat(2%) or whole, unflavored and flavored																

**Cells with this background color signify Requirements not being met!

Daily Menu Production Record: BREAKFAST, LUNCH, & SNACK

Site:

Breakfast

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Lunch

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Snack

Planned (based on ADP)	
Students	
Adults	
CNP Staff	
Served (based on meal count)	
Students	
Adults	
CNP Staff	

Comments:

*Leftovers Location: D-Discarded, R-Refrigerator, F-Freezer, S-Storage Room

**Corrective Action: D=Discarded; C=Chilled; H=Heated

revised 3/9/18

PRODUCTION RECORDS

CUSTOM PRODUCTION RECORDS NEED STATE APPROVAL

- RECORDS INCLUDE ALL INFORMATION NECESSARY TO SUPPORT THE CLAIMING OF REIMBURSABLE MEALS AND ANY ADDITIONAL SA REQUIREMENTS (I.E., ALL MENU ITEMS ARE LISTED, AND ALL REQUIRED MEAL COMPONENTS ARE OFFERED);
- RECORDS ARE USED FOR PROPER PLANNING (E.G., EVALUATE FOR CONSUMPTION AND LEFTOVERS);
- RECORDS DOCUMENT FOOD PREPARED IS CREDITABLE FOR THE TOTAL NUMBER OF REIMBURSABLE MEALS OFFERED AND SERVED;
- RECORDS DOCUMENT A LA CARTE, ADULT, AND/OR OTHER NON-REIMBURSABLE MEALS, INCLUDING NUMBER OF PORTIONS FOR EACH OF THESE FOOD ITEMS; RECORDS DOCUMENT THAT MILK, WHOLE GRAIN-RICH, AND VEGETABLE SUB-GROUP REQUIREMENTS ARE MET;

PRODUCTION RECORDS (CONT.)

- RECORDS DOCUMENT WEEKLY QUANTITY REQUIREMENTS FOR GRAINS, MEAT/MEAT ALTERNATES, VEGETABLES, FRUIT, AND MILK;
- RECORDS ALIGN WITH STANDARDIZED RECIPES (E.G., IF CHICKEN SALAD SANDWICH IS ON THE MENU BUT MAYONNAISE IS NOT LISTED ON THE PRODUCTION RECORDS, THE SA MAY EXAMINE STANDARDIZED RECIPES FOR ADDITIONAL INFORMATION); AND
- AS NEEDED, RECORDS TO SUPPORT MEAL MODIFICATIONS OUTSIDE THE PROGRAM MEAL PATTERN FOR STUDENTS WITH DISABILITIES. SUCH MEALS ARE ONLY ELIGIBLE FOR REIMBURSEMENT WHEN SUPPORTED BY A MEDICAL STATEMENT SIGNED BY A STATE LICENSED HEALTHCARE PROFESSIONAL.

WEEK OF REVIEW

- THE WEEK DURING WHICH THE ON-SITE REVIEW OF THE INDIVIDUAL SITES SELECTED FOR REVIEW OCCURS
 - PROVIDE FROM THE WEEK OF REVIEW FOR REVIEWED SCHOOL(S):
 - MENU FOR ALL AGE/GRADE GROUPS
 - THESE MENUS SHOULD BE PROVIDED FOR THE SCHOOL BREAKFAST PROGRAM, NATIONAL SCHOOL LUNCH PROGRAM, AND AFTERSCHOOL SNACK PROGRAM
 - MENU WORKSHEET PORTION OF A USDA-APPROVED MENU PLANNING TOOL FOR CERTIFICATION FOR SIX CENT REIMBURSEMENT

WORTHLESS CHECK POLICY

- COPY OF THE BOARD APPROVED POLICY

STATE GUIDELINES:

- WILL THE DISTRICT CHARGE A BAD CHECK FEE (BEST PRACTICE)? IF SO, A LOG MUST BE MAINTAINED.
- **IF RETURNED CHECKS ARE NOT COLLECTED, THEN FUNDS FROM A NON-PUBLIC LOCAL FUND SOURCE MUST BE DEPOSITED TO THE CNP FUND TO COVER THE INSUFFICIENT FUNDS.**
- THE LOCAL SCHOOL OR SCHOOL SYSTEM MUST TAKE NECESSARY ACTIONS TO COLLECT THE CHECK AMOUNT AND MUST DOCUMENT THOSE ACTIONS AND PROCEDURES.
- **IF APPLICABLE** – IF A SCHOOL SYSTEM UTILIZES NONPUBLIC LOCAL FUNDS TO COVER NSF CHECKS RATHER THAN A NSF FEE, THE SYSTEM MUST HAVE DOCUMENTATION ON FILE TO REFLECT TRANSFERS TO THE APPROPRIATE FUNDS THAT RECEIVED NSF CHECKS THAT WERE NOT RECOVERED.
- **IF APPLICABLE** – THE BOARD MUST MAINTAIN A LOG OR OTHER RECORD TO DOCUMENT THAT NSF FEES COLLECTED EXCEED THE AMOUNT OF ANY CHECKS THAT HAVE BEEN DETERMINED NOT TO BE COLLECTABLE.

UNPAID MEAL CHARGE POLICY

- COPY OF THE BOARD APPROVED POLICY

FEDERAL REQUIREMENTS:

- MEALS MUST ALWAYS BE PROVIDED TO K-3 STUDENTS OR FOR ANY HANDICAPPED STUDENTS (CHILDREN WHO ARE CLASSIFIED BY THE DISTRICT'S SPECIAL EDUCATION REPRESENTATIVE AS A CHILD WITH A DISABILITY) WHO MAY BE UNABLE TO TAKE FULL RESPONSIBILITY FOR A MEAL.
- **DOCUMENTATION DEMONSTRATING THE POLICY WAS COMMUNICATED TO ALL HOUSEHOLDS AT THE START OF THE YEAR**
- **DOCUMENTATION DEMONSTRATING THE POLICY WAS COMMUNICATED TO ALL STAFF MEMBERS RESPONSIBLE FOR THE POLICY**
- BAD DEBTS MUST BE WRITTEN OFF AS OPERATING LOSSES; THIS OPERATING LOSS MAY NOT BE ABSORBED BY THE NSFSA BUT MUST BE RESTORED USING NON-FEDERAL FUNDS.
- ONCE DELINQUENT MEAL CHARGES ARE CONVERTED TO BAD DEBT, RECORDS RELATING TO THOSE CHARGES MUST BE MAINTAINED IN ACCORDANCE WITH THE RECORD RETENTION REQUIREMENTS.

[HTTPS://WWW.FNS.USDA.GOV/SCHOOL-MEALS/UNPAID-MEAL-CHARGES](https://www.fns.usda.gov/school-meals/unpaid-meal-charges)

UNPAID MEAL CHARGE POLICY (CONT.)

STATE GUIDELINES:

- A NONPUBLIC FUND SOURCE MUST BE ESTABLISHED TO COVER ANY UNCOLLECTED CHARGES.
- EACH SYSTEM/SCHOOL MUST MAINTAIN DOCUMENTATION TO REFLECT THE STATUS OF CHARGED MEALS AND THE TRANSFER OF FUNDS SHOULD CHARGES REMAIN UNCOLLECTED BY YEAR END (ALSDE DOES NOT DEFINE WHETHER SCHOOL YEAR OR FISCAL YEAR END AND USDA ALLOWS CHARGES TO BE CARRIED OVER TO FISCAL YEAR END).
- *IF APPLICABLE* – SHOULD THE PRACTICE OF SERVING SUCH A (ALTERNATIVE NON-REIMBURSABLE) MEAL OR SNACK BECOME FREQUENT OR MORE THAN JUST AN OCCASIONAL OCCURRENCE, THE BOARD MUST MAKE ARRANGEMENTS TO REIMBURSE THE CHILD NUTRITION FUNDS.

LOCAL WELLNESS POLICY

- COPY OF THE POLICY OR APPROPRIATE WEB ADDRESS AND MOST RECENT ASSESSMENT
 - **ARE THE MINIMUM REQUIREMENT ELEMENTS WRITTEN IN THE POLICY?**
 - SPECIFIC GOALS FOR NUTRITION PROMOTION AND EDUCATION, PHYSICAL ACTIVITY, AND OTHER-SCHOOL BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS
 - STANDARDS AND NUTRITION GUIDELINES FOR ALL FOOD/BEVERAGES AVAILABLE ON THE SCHOOL CAMPUS
 - SCHOOL MEAL NUTRITION STANDARDS
 - SMART SNACKS IN SCHOOL NUTRITION STANDARDS

LOCAL WELLNESS POLICY (CONT.)

- **STANDARDS FOR ALL FOODS/BEVERAGES PROVIDED, BUT NOT SOLD, TO STUDENTS (I.E., IN CLASSROOM PARTIES, CLASSROOM SNACKS BROUGHT BY PARENTS, OR OTHER FOODS GIVEN AS INCENTIVES)**
- POLICIES THAT ALLOW MARKETING OR ADVERTISING OF ONLY THOSE FOODS/BEVERAGES THAT MEET THE SMART SNACKS IN SCHOOL NUTRITION STANDARDS
- DESCRIPTION OF PUBLIC INVOLVEMENT, PUBLIC UPDATE, POLICY LEADERSHIP, AND EVALUATION PLAN

LOCAL WELLNESS POLICY (CONT.)

- ESTABLISH POLICY LEADERSHIP
- HOW DOES THE PUBLIC KNOW ABOUT THE POLICY?
- WHEN AND HOW DOES THE REVIEW AND UPDATE OF THE LOCAL SCHOOL WELLNESS POLICY OCCUR?

LOCAL WELLNESS POLICY (CONT.)

- WHO IS INVOLVED IN REVIEWING AND UPDATING THE POLICY AND WHAT IS THEIR RELATIONSHIP WITH THE SFA?
- HOW ARE POTENTIAL STAKEHOLDERS MADE AWARE OF THEIR ABILITY TO PARTICIPATE IN THE DEVELOPMENT, REVIEW, UPDATE, AND IMPLEMENTATION OF THE POLICY?
- HOW DOES THE PUBLIC KNOW ABOUT THE RESULTS OF THE MOST RECENT ASSESSMENT ON THE IMPLEMENTATION OF THE POLICY?
 - FIRST TRIENNIAL ASSESSMENT DUE SUMMER OF 2020 (SY20-21)

[HTTPS://WWW.FNS.USDA.GOV/TN/LOCAL-SCHOOL-WELLNESS-POLICY](https://www.fns.usda.gov/tn/local-school-wellness-policy)



DAY OF ON-SITE REVIEW

SFA LEVEL

HOUSEHOLD APPLICATION FOR FREE AND REDUCED-PRICE SCHOOL MEALS

- IF NOT USING THE PROTOTYPE, DOES THE APPLICATION CONTAIN THE APPROPRIATE LANGUAGE
- IF APPLICABLE, DOES THE WEB-BASED APPLICATION CONTAIN THE APPROPRIATE LANGUAGE
- IS THE PUBLIC MEDIA RELEASE, FAQ LETTER, AND HOUSEHOLD LETTERS (NOTIFICATIONS REGARDING F/R APPLICATIONS) CONTAIN THE APPROPRIATE LANGUAGE

CIVIL RIGHTS



- CIVIL RIGHTS TRAINING
 - **WHEN WAS THE MOST RECENT TRAINING? (REQUIRED ANNUALLY)**
 - REQUIRED FOR CAFETERIA STAFF, ELIGIBILITY OFFICIALS, CNP SUPERVISORS, ETC.
 - DOCUMENTATION DEMONSTRATING TOPICS COVERED
 - DOCUMENTATION DEMONSTRATING ATTENDANCE OF STAFF

PROFESSIONAL STANDARDS

- CNP DIRECTOR MEETS HIRING REQUIREMENTS
- CNP DIRECTOR, MANAGER(S), STAFF(FULL/PART-TIME &/OR EMPLOYEES DESIGNATED BY DIRECTOR) MEET OR IS EXPECTED TO MEET ANNUAL TRAINING REQUIREMENTS
 - BEST PRACTICE - VALIDATED BY TRACKING TOOL (USDA PROFESSIONAL STANDARDS TRAINING TRACKING TOOL, SOFTWARE PROGRAM OR CUSTOM TOOL)
- SUPPORTING DOCUMENTATION AVAILABLE

[HTTPS://WWW.FNS.USDA.GOV/SCHOOL-MEALS/PROFESSIONAL-STANDARDS](https://www.fns.usda.gov/school-meals/professional-standards)

SFA PROFESSIONAL STANDARDS							USDA	i.e. Key Area		Admin - 3000								Completed Training Hours (Year to Date)		
SCHOOL YEAR 2020 - 2021								i.e. Key Topic(s)		3400										
Employee First Name	Employee Last Name	Hiring Date	Employee Title	Employee Status	Average Work Hours	Required Training Hours		i.e. Training Subject	3420											
John	Doe	6/30/2015	Director	full-time	8	12		i.e. 1	0.5		7		7		7				21.5	
			Bookkeeper	full-time	8	6													0	
			Secretary	part-time	8	4													0	
																			0	

Key Area, Key Topic, & Training Subject codes can be found under the Learning Objectives & Training Topics sections from the following link:

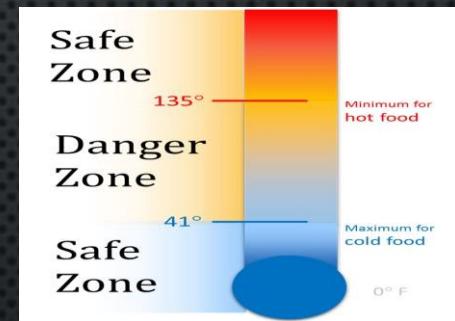
<https://www.fns.usda.gov/school-meals/professional-standards>

*Maintain supporting documentation for all completed/claimed training (i.e. agendas, sign-in sheets, certificates of completion, etc)

*Employees hired on or after January 1 must complete only half of the required training hours for that school year

HACCP

- DOES THE WRITTEN FOOD SAFETY PLAN CONTAIN THE REQUIRED ELEMENTS
 - DOCUMENTED SOPs
 - METHODS:
 - DOCUMENTING MENU ITEMS IN THE APPROPRIATE HACCP PROCESS CATEGORY
 - DOCUMENTING CRITICAL CONTROL POINTS OF FOOD PRODUCTION
 - MONITORING
 - ESTABLISHING AND DOCUMENTING CORRECTIVE ACTIONS
 - RECORDKEEPING
 - REVIEWING AND REVISING THE OVERALL FOOD SAFETY PROGRAM PERIODICALLY



[HTTPS://WWW.FNS.USDA.GOV/FOOD-SAFETY/FOOD-SAFETY-RESOURCES](https://www.fns.usda.gov/food-safety/food-safety-resources)

- ADOPTED ANY APPLICABLE CHANGES WITH ALABAMA'S UPDATE TO 2013 FOOD CODE

[HTTP://WWW.ADPH.ORG/FOODSAFETY/ASSETS/2013FoodCodeChangesBrochure.PDF](http://www.adph.org/foodsafety/assets/2013FoodCodeChangesBrochure.pdf)

ON-SITE MONITORING NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM

- ON-SITE REVIEW FOR NSLP/SBP
- COMPLETED PRIOR TO FEBRUARY 1ST



**Alabama Department of Education
Child Nutrition Program**
NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAMS
On-Site School Review for LEAs




According to 7CFR 210.8(a)(1), every school year, prior to February 1, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number or reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

The Alabama Department of Education Child Nutrition Program State Agency encourages schools to begin reviews in a timely manner in order to meet the required deadline of February 1st. The goal is to review SBP and NSLP in the same day.

Program(s) Observed: NSLP SBP

SFA Name	Agreement Number	
School Name	School Enrollment	Date of Review
ADA NSLP: _____	ADA SBP: _____	
NSLP Participation %: _____	SBP Participation %: _____	

(NOTE: NSLP% and SBP% is the average of the last 3 months percent participation)

	Yes	No	N/A
I. Application Approval			
1. Are applications approved at the central office of Child Nutrition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of approving official: _____			
2. Are all applications on file correctly approved or denied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Direct Certification			
1. Does the school correctly utilize direct certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If YES, is required documentation maintained at district level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Master Roster			
1. Is a Point of Sale (POS) roster used in the meal count system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do names listed on the master roster match approved applications on file and on the direct certification list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If more than one roster is used (i.e. master roster/ticket issuance roster/ food service line roster/ paper rosters), are all rosters the same format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the POS roster reconcile with the school's student enrollment roster and reflect eligibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On-Site School Review Form for LEAs
August 2016

ONSITE MONITORING AFTERSCHOOL SNACK PROGRAM

- Onsite review for ASSP completed within four(4) weeks of program start date
 - Is an additional review planned prior to the end of the school year



Alabama Department of Education
Child Nutrition Program

AFTER SCHOOL SNACK PROGRAM
On-Site School Review for LEAs



Site Name: _____

Reviewer's Name: _____ Date: _____

This review form must be completed twice per school year for each after school snack program site.
The first review must be conducted within the first 4 weeks of program initiation.

First Review

Second Review

Area Eligible School Based on your observation, is valid documentation maintained for the following records?		Non-Area Eligible School Based on your observation, is valid documentation maintained for the following records?	
	YES	NO	
1. Area Eligibility Data (based on most recent October)			1. Free and Reduced Priced Eligibility of Children
2. Meal Counts (total by site)			2. Meal Counts (by category – free, reduced, paid)
3. Attendance Records			3. Attendance Records
4. Production Records			4. Production Records
5. Meal Pattern Compliance			5. Meal Pattern Compliance
6. Is reimbursement claimed for only one snack per student per day?			6. Is reimbursement claimed for only one snack per student per day?
7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?			7. Does the meal count for the Day of Review follow the pattern for the previous 10 days?
8. Are educational and/or enrichment activities taking place?			8. Are educational and/or enrichment activities taking place?

For pricing program only, list the established price for paid and reduced snacks.

PAID: _____ REDUCED: _____

For any "NO" answer above, please describe the corrective action taken to resolve the non-compliance concern.

Manager's Signature

Principal's Signature

Director's Signature

Date

SMART SNACK COMPLIANCE

- ANNUAL ATTESTATION STATEMENT SIGNED/DATED BY THE ADMINISTRATOR
- ALABAMA'S IMPLEMENTATION OF USDA SMART SNACKS IN SCHOOL AND EXEMPT FUNDRAISERS FORM FOR EACH SCHOOL SIGNED/DATED BY ADMINISTRATOR
 - BEST PRACTICE - SIGNED BY JULY 1ST FOR FALL FUNDRAISERS AND/OR JANUARY 1ST FOR SPRING FUNDRAISERS, BUT MUST BE SIGNED PRIOR TO FIRST FUNDRAISER COMMENCING

OUTREACH



- SUMMER FOOD SERVICE PROGRAM (SFSP)
 - MUST DISTRIBUTE MATERIALS TO INFORM FAMILIES OF THE AVAILABILITY AND LOCATION OF SFSP MEALS FOR STUDENTS PRIOR TO SCHOOL YEAR ENDING
- SCHOOL BREAKFAST PROGRAM (SBP)
 - INFORMATION ABOUT THIS PROGRAM MUST BE DISTRIBUTED JUST PRIOR TO OR AT THE BEGINNING OF THE SCHOOL YEAR IN THE INFO PACKETS THAT ARE SENT TO EACH HOUSEHOLD WITH FREE AND REDUCED-PRICE MEAL APPLICATIONS (I.E., FAQ LETTER)



DAY OF ON-SITE REVIEW

SCHOOL LEVEL

CIVIL RIGHTS

- APPROPRIATE PROGRAM MATERIALS USE THE NON-DISCRIMINATION STATEMENT
 - MEAL BENEFIT APPLICATIONS
 - PUBLIC RELEASE
- APPROVED USDA “AND JUSTICE FOR ALL” POSTER DISPLAYED IN CAFETERIA
- PROCEDURES IN PLACE FOR ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS
 - NEED TO BE MAINTAINED AND ACCESSIBLE TO CAFETERIA STAFF



HACCP

- COPY OF WRITTEN FOOD SAFETY PLAN AVAILABLE AT EACH SCHOOL AND BEING IMPLEMENTED
- TWO MOST RECENT FOOD SAFETY INSPECTIONS PROVIDED
- MOST RECENT FOOD SAFETY INSPECTION REPORT POSTED IN PUBLICLY VISIBLE LOCATION
- TEMPERATURE LOGS AVAILABLE FOR FREEZER(S), COOLER(S), MILK COOLER(S), DRY STORAGE

HACCP (CONT.)

- IS THE FOOD SAFETY PLAN BEING IMPLEMENTED?
 - PROPER PERSONAL HYGIENE (HAIRNETS, GLOVED HANDS, APPROPRIATE HAND WASHING)
 - CROSS CONTAMINATION IS PREVENTED
 - **FOOD TEMPERATURES ARE MONITORED**
 - FOOD PREPARATION AREAS/SERVICE AREAS ARE CLEAN
 - CLEAN UTENSILS/EQUIPMENT ARE USED FOR FOOD PREPARATION AND MEAL SERVICE
 - NO OBVIOUS EVIDENCE OF PESTS IS PRESENT

HACCP (CONT.)

- PROPER STORAGE PRACTICES:
 - TEMPERATURE IS APPROPRIATE FOR THE APPLICABLE EQUIPMENT
 - FOOD IS STORED 6" OFF THE FLOOR
 - FOOD STORAGE FACILITY IS CLEAN/NEAT
 - CANNED GOODS ARE FREE FROM BULGES, LEAKS, DENTS
 - CHEMICALS ARE CLEARLY LABELED AND STORED AWAY FROM FOOD/FOOD-RELATED SUPPLIES
 - OPEN BAGS OF FOOD ARE STORED IN CONTAINERS WITH TIGHT FITTING LIDS
 - FIFO METHOD OF INVENTORY MANAGEMENT IS USED
 - NO OBVIOUS EVIDENCE OF PESTS IS PRESENT
 - **BUY AMERICAN PROVISION IN EFFECT**

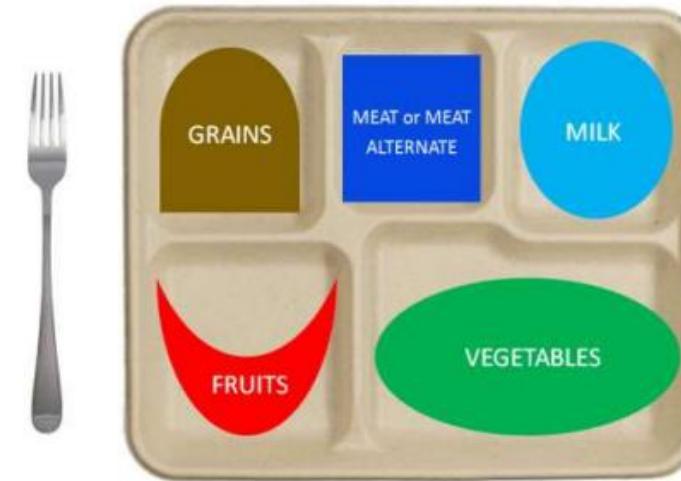
MEAL COMPONENTS AND QUANTITIES

- **ALL REQUIRED MEAL COMPONENTS AVAILABLE ON EVERY REIMBURSABLE MEAL SERVICE LINE PRIOR TO AND DURING THE MEAL SERVICE**
- MINIMUM DAILY QUANTITY REQUIREMENTS ARE MET FOR THE AGE/GRADE GROUP
- FLUID MILK AVAILABLE IN AT LEAST THE TWO REQUIRED VARIETIES THROUGHOUT THE SERVING PERIOD ON ALL MEAL SERVICE LINES
- MILK SUBSTITUTIONS ARE ALLOWABLE

OFFER VS. SERVE (OVS) OR SERVE?

- IS SERVE BEING IMPLEMENTED PROPERLY
- CAFETERIA STAFF TRAINED ON SERVE
- SIGNAGE EXPLAINING WHAT CONSTITUTES A REIMBURSABLE MEAL ON OR NEAR THE SERVING LINE(S)

BREAKFAST



Must Take All Items for a Healthy Breakfast:

Milk
Fruit or Vegetable
Grain
Grain or Meat/Meat Alternate

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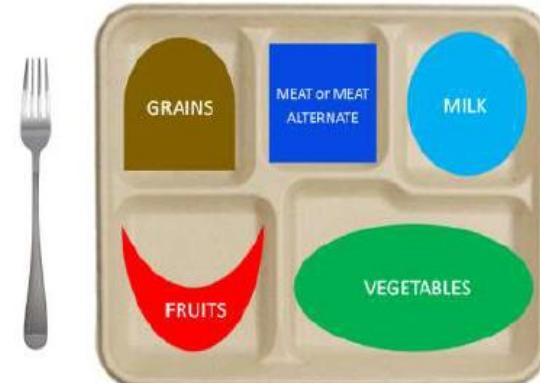
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested 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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NON OVS SIGNAGE

LUNCH



Must Take All Components for a Healthy Lunch:

Milk
Fruit
Vegetable
Grain
Meat or Meat Alternate

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SMART SNACKS

- WHERE ARE STUDENTS ABLE TO PURCHASE FOOD?
 - ARE THESE ITEMS SMART SNACK COMPLAINT?
- WHO IS RESPONSIBLE FOR TRACKING SMART SNACK COMPLIANCE?
- DOES THE SCHOOL HOLD FUNDRAISERS DURING THE SCHOOL DAY?
 - ARE THESE ITEMS SMART SNACK COMPLIANT AND IF NOT, DID THE SCHOOL OBSERVE THE STATE-DEFINED LIMIT ON FUNDRAISERS
 - ALABAMA RECOGNIZES 30 EXEMPT FUNDRAISERS PER SCHOOL PER YEAR

SMART SNACKS – COMPETITIVE SALES

- STUDENTS DO NOT HAVE ACCESS TO VENDING, SCHOOL STORE, AND/OR FUNDRAISERS DURING MEALTIMES
 - ONE HOUR BEFORE
 - DURING
 - ONE HOUR AFTER

WATER

- POTABLE WATER MUST BE MADE AVAILABLE TO ALL STUDENTS FOR LUNCH AND
 - BREAKFAST (*IF SERVED IN THE CAFETERIA*)
- NO SIGNAGE PROMOTING WATER OR ANY OTHER BEVERAGE AS AN ALTERNATIVE SELECTION TO FLUID MILK THROUGHOUT THE FOOD SERVICE AREA

<https://www.fns.usda.gov/water-availability-during-nslp-meal-service>

Clarification on the Milk and Water Requirements in the School Meal Program |
USDA-FNS



NONDISCRIMINATION STATEMENT

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TO FILE A PROGRAM COMPLAINT OF DISCRIMINATION, COMPLETE THE [USDA Program Discrimination Complaint Form](#), (AD-3027) FOUND ONLINE AT: [HTTP://WWW.ASCR.USDA.GOV/COMPLAINT_FILING_CUST.HTML](http://www.ascr.usda.gov/complaint_filing_cust.html), 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:

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QUESTIONS

