

Treeside Charter School Wellness Policy

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Treeside Charter Wellness Policy

Preamble

Treeside Charter School (hereto referred to as TCS) is committed to the optimal development of every student. TCS believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes.

For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high quality physical education, and extracurricular activities — do better academically.

This policy outlines the School's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and State nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the school in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and

- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students and staff.

School Wellness Committee

Committee Role and Membership

TCS will convene a representative Wellness Committee (hereto referred to as the WC) or work within an existing school health committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this Wellness Policy (heretofore referred as "WP").

The WC membership will include but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., School Nutrition Director, Kitchen Manager, Cooks); physical education teachers; health education teachers; school administrators (ex., School Director, School Assistant Director) school board members; health professionals (ex., Dietitians, Doctors, Nurses, Dentists, Utah County Health Department- Health Educator); and the general public. To the extent possible, the WC will reflect the diversity of the community.

Leadership

The School Director or designee(s) will convene the WC and facilitate development of and updates to the WP, and will ensure each school's compliance with the policy. Communications regarding membership in the WC will be sent out throughout the school year.

The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is:

Name	Title	Email Address
Rachel Brunson	Executive Director	rbrunson@treesidecharter.org
Shauna Carlson	Nutrition Director	scarlson@treesidecharter.org

Iva Faulkner	Movement/Yoga	ifaulkner@treesidecharter.org
Chris Capper	PE	ccapper@treesidecharter.org
Eva Calvillo	Counselor	ecalvillo@treesidecharter.org

Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan

TCS will develop and maintain a plan for implementation to manage and coordinate the execution of this WP. The plan delineates roles, responsibilities, actions, and timelines specific to the school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

Recordkeeping

TCS will retain records to document compliance with the requirements of the WP. Documentation maintained in this location will include but will not be limited to:

- The written WP;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit WC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the WP;
- Documentation of annual policy progress reports; and
- Documentation of the triennial assessment
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the WP, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of WP

This WP and assessment can be found at [Treeside Charter School Wellness Policy.pdf - Google Drive](#)

Annual Progress Reports

TCS will compile and publish an annual report to share basic information about the WP and report on the school's progress in meeting wellness goals. This annual report will be published around the same time each year. This report will include, but is not limited to:

- The website address for the WP and/or how the public can receive the WP;
- A description of the school's progress in meeting the WP goals;
- A summary of the school's events or activities related to WP implementation;
- The name, position title, and contact information of the designated policy leader(s) identified in Leadership Section; and
- Information on how individuals and the public can get involved with the WC.

The annual report will be available in English.

TCS will actively notify households/families of the availability of the annual report.

The WC will establish and monitor goals and objectives for the school, specific and appropriate for each instructional unit for each of the content-specific components listed in the WP.

Triennial Progress Assessments

The triennial progress report can be found at [Lunch Docs — Treeside Charter School](#). The report will include an assessment on compliance, the extent to which our WP compares to model wellness policies, and progress made in achieving goals.

The position/person responsible for managing the triennial assessment and contact information is the Nutrition Director.

The WC will monitor the school's compliance with this WP and will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The WC will update or modify the WP based on the results of the annual progress reports and triennial assessments, and/or as the school's priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or State guidance or standards are issued. The WP will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications

TCS will actively communicate ways in which representatives of the WC and others can participate in the development, implementation, and periodic review and update

of the WP through a variety of means appropriate for the school. TCS will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in school nutrition standards. TCS will use electronic mechanisms, such as email or displaying notices on the school website, as well as non-electronic mechanisms, such as newsletters, presentations to parents to ensure that all families are actively notified of the content of, implementation of, and updates to the WP, as well as how to get involved and support the policy. TCS will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through the channels used by the school to communicate other important school information with parents.

TCS will actively notify the public about the content of or any updates to the WP annually, at a minimum. TCS will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Nutrition

Free and Reduced-priced Meals

TCS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the school may utilize electronic identification and payment systems. The cafeteria is cashless-all students, regardless of the type of payment they make for school meals, or the food being purchased (meal or a la carte) are given a code or give their name at the point of service.

Unpaid Meal Balance

All students shall be allowed up to ten temporary meal charges without sufficient funds. If the student or parent has not paid their debt, then the student will receive a partial meal consisting of a bread item and milk. This partial meal will be charged to the student account. Partial meals will be claimed as “other” meals, which are not reimbursable by the government. Parents will be notified by email before a student will be served a bread item and milk. Students will not be turned away for any reason if they do not have a negative lunch balance. Students will never be notified that they have a negative lunch balance.

Free and Reduced Applications

Applications for free/reduced priced meals are sent home to all families at the beginning of the school year. The application is also available on the school’s website.

Meal Times and Scheduling

Treeside Charter School:

- Will provide students with at least 20 minutes to eat after sitting down to breakfast and lunch;
- Should schedule meal periods at appropriate times, breakfast should be scheduled between 8:20 a.m. to 9:15 a.m. and lunch should be scheduled between 10:50 a.m. to 1:00 p.m.
- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities
- Will schedule lunch periods before or followed by recess
- Will provide students access to hand washing before they eat meals or snacks

School Meals

TCS is committed to serving healthy meals to children, with plenty of fruits, vegetables and whole grains, low in sodium, low in saturated fat, and zero trans-fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

TCS will participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The school is committed to serving meals that fulfill the following parameters:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by Local, State, and Federal statutes and regulations
- Promote healthy food and beverage choices using Smarter Lunchroom techniques
- Menus will be posted on the school website and at the school building. Nutrition information and ingredients will be available by request

- The TCS Child Nutrition Program will accommodate students with special dietary needs
- Participation in Federal Child Nutrition Programs will be promoted among students and families to help ensure that families know what programs are available in their children's school
- TCS will work to implement Farm to School activities in the Child Nutrition Program
- School meals will include fresh, locally-grown foods in school meals from farms engaged in sustainable practices whenever possible and these foods will be promoted in the cafeteria
- Local and/or regional products incorporated into the school meal program;
- Messages about agriculture and nutrition are reinforced throughout the learning environment
- School hosts a school garden
- School utilizes promotions or special events, such as tastings, that highlight local harvests

Staff Qualifications and Professional Development

The school Nutrition Director, Kitchen Manager, and Cooks will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Elementary Schools

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and nonfried vegetables. *Foods and beverages sold individually (foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, school stores, etc.)* Meals served through the school's food service program shall comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grades levels served, as specified in 7 CFR 210.10 or 220.8, as applicable. Link to the USDA website <https://www.usda.gov/>

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout the school campus. Drinking

water will be available where school meals are served during meal times. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Such sources and containers may include drinking fountains, water jugs and other methods for delivering drinking water.

Competitive Foods and Beverages

TCS is committed to ensuring that all foods and beverages available to students on the school campus during and after the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., "competitive" foods and beverages) will meet the USDA Smart Snacks in School Nutrition Standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov>.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including:

1. Celebrations and parties. The TCS Child Nutrition Program will provide a list of healthy party ideas to parents and teachers.
2. Classroom snacks brought by parents. TCS will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards; and
3. Rewards and incentives. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools Nutrition Standards may be sold through fundraisers on the school campus during the school

day. The Smart Snacks rule standards provides a special exemption for infrequent fundraisers that do not meet the nutrition standards. Utah State limits these fundraisers, which must be applied for in advance, to 3 per year, lasting no more than 5 days.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

TCS will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Promoting foods and beverages that meet the USDA Smart Snacks in School Nutrition Standards
- The nutrition education curriculum will use the school garden as a teaching tool
- Field trips: Children will have an opportunity to visit local farms where produce is purchased for school meals

Nutrition Education

TCS aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste testing, farm visits, and school gardens;

- Promote fruits and vegetables and healthy food preparation methods;
- Emphasize balance between food intake and energy expenditure;
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and Include nutrition education training for teachers and other staff
- Nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards

Essential Healthy Eating Topics in Health Education

TCS will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Balancing food intake and physical activity
- Eating a variety of foods every day
- Eating more fruits, vegetables, and whole grain products
- Choosing foods and beverages with little added sugars
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- Reducing sodium intake
- Respecting peers' dietary choices
- How to find valid information or services related to nutrition and dietary behavior

Food and Beverage Marketing in Schools

TCS is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Marketing on the school campus will be limited to those products that are allowed to be sold according to the school's nutrition standards. School-based marketing shall be consistent with Smart

Snacks nutrition standards. Food service providers should be sensitive to the nutrition environment when displaying logos/trademarks on school grounds.

Food advertising and marketing is defined as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the school
- Advertisements in school publications or school mailings
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product

Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment for any reason. TCS strongly recommends staff to use physical activity as a reward when feasible.

To the extent practicable, TCS will ensure that its grounds and facilities are safe, that equipment is available to students to be active and will conduct necessary inspections and repairs.

Physical Education

TCS will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. Physical education for grades K-12 is required to be taught by a certified/licensed teacher who is endorsed to teach physical education.

All students will be provided equal opportunity to participate in physical education classes. TCS will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

TCS has developed comprehensive school physical activity programs that address family and community engagement in physical activity and provided a wide-variety of offerings (baseball, volleyball, basketball, weight training yoga, dance). TCS has developed joint-use agreements for community partners in order to provide expanded physical activity opportunities for all students and community members.

All LEA elementary students shall participate in physical education annually (R277-700) and should receive physical education for a minimum of 150 minutes per week throughout the school year.

Essential Physical Activity Topics in Health Education

TCS will include in the health education curriculum the following essential topics on physical activity in all years of school:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active

- How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers, and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

Recess (Elementary)

TCS will offer a 20-minute lunch recess on all or most days during the school year. The school will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria. Each teacher will schedule their own 15-minute morning and afternoon recess.

Outdoor recess will be offered when weather is feasible for outdoor play. Students will be allowed outside for recess except when outdoor temperature is below 28 degrees Fahrenheit inclusive of wind chill factors, during "code orange" or "code red" days, during storms with lightening or thunder, or at the discretion of the building administrator on his/her best judgment of safety conditions.

In the event that the school must conduct indoor recess, it will be held in the school's 30,000 square foot field house. Teachers and staff will follow the indoor recess guidelines that promote physical activity for students to the extent practicable. Organized games, recess equipment such as balls and other manipulatives will be provided and lead.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks

TCS recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch using "brain dance" techniques

throughout the day on all or most days during a typical school week. TCS recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Active Academics

Teachers are required to incorporate movement and kinesthetic learning approaches into "core" subject instruction per school charter (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

TCS will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Other Activities that Promote Student Wellness

TCS will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. TCS will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Ensure students have access to needed health, mental health, and social services.

All efforts related to obtaining Federal, State, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the WP, including but not limited to ensuring the involvement of the WC.

All school-sponsored events will adhere to the WP. All school-sponsored wellness events will include physical activity opportunities.

Staff Wellness

TCS highly values the health and well-being of every staff member and encourages all staff to maintain a healthy lifestyle, and model a healthy lifestyle for its students. TCS has developed a comprehensive school physical activity program which allows staff to participate in or lead physical activity opportunities throughout the school day.

Mental Health

Mental health means a person's emotional, psychological, and social well-being which can affect how a person thinks, feels, and acts including how a person handles stress, relates to others, and makes healthy choices (R277-625).

Mental health is more than the absence of illness, it is an integral component of health and well-being. TCS understands the role mental health plays in the school context because it is central to our students' social, emotional, and academic success. When students' mental health is supported they are better able to learn, make decisions, build relationships, cope with life's challenges, and thrive.

Mental health exists on a continuum and is determined by a complex interplay of individual, social and structural stresses and vulnerabilities. Promoting mental wellness and reducing mental illness for all students is a priority that can be achieved by implementing school-based mental health policies and practices.

Health Prevention

Prevention efforts in TCS involve a variety of proactive strategies with the goal of increasing student well-being and reducing future mental health challenges in our school community. The goal of our prevention efforts are to decrease risk factors and increase key protective factors in students, such as resilience, feelings of safety and connectedness to school, appropriate social connections with both adults and peers, social emotional competence, and a knowledge of development. These protective factors mitigate the effects of risks to students, build students' strengths, and promote healthy development of students. In an effort to understand students, parents, school personnel and other stakeholders' feelings of safety and connectedness, TCS administers a School Climate Survey every other year in accordance with Board Rule R277-623. The results of the school climate survey help inform TCS about how to improve the school environment.

Community Partnerships

TCS will seek out relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this WP's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the WP and its goals.

Updated July 2023

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

This institution is an equal opportunity provider.

07/25/2022