



Alabama State Department of Education
Child Nutrition Programs

TABLE

VOLUME 005

ISSUE 002

August 28, 2025

TALK

Webex Recording

Click [here](#) to access the Table Talk Webex recording.

TABLE
TALK

OVERVIEW

- National School Lunch Week
- Afterschool Snack Reviews
- August Reimbursement Claims

Reviews and Reminders

Monthly Memos

- ALSDE
- USDA

- Verification
- Equipment Academy
- SWP / LINQ Purchasing
- Supplemental Funding for the School Breakfast Program
- Preschool Survey
- New Directors 2025-2026
- Upcoming Culinary Challenge Cohort
- F2S Breakfast Tray Contest
- F2S Summit
- CAF Fellowship Program
- Junior Chef Competition
- Farm to School for Teachers

Top Topics

Training Tidbits

- Fall Conference at The Grand Hotel, Point Clear, AL

- Tanya Hill, Gulf Shores City Schools

Sponsor Spotlight



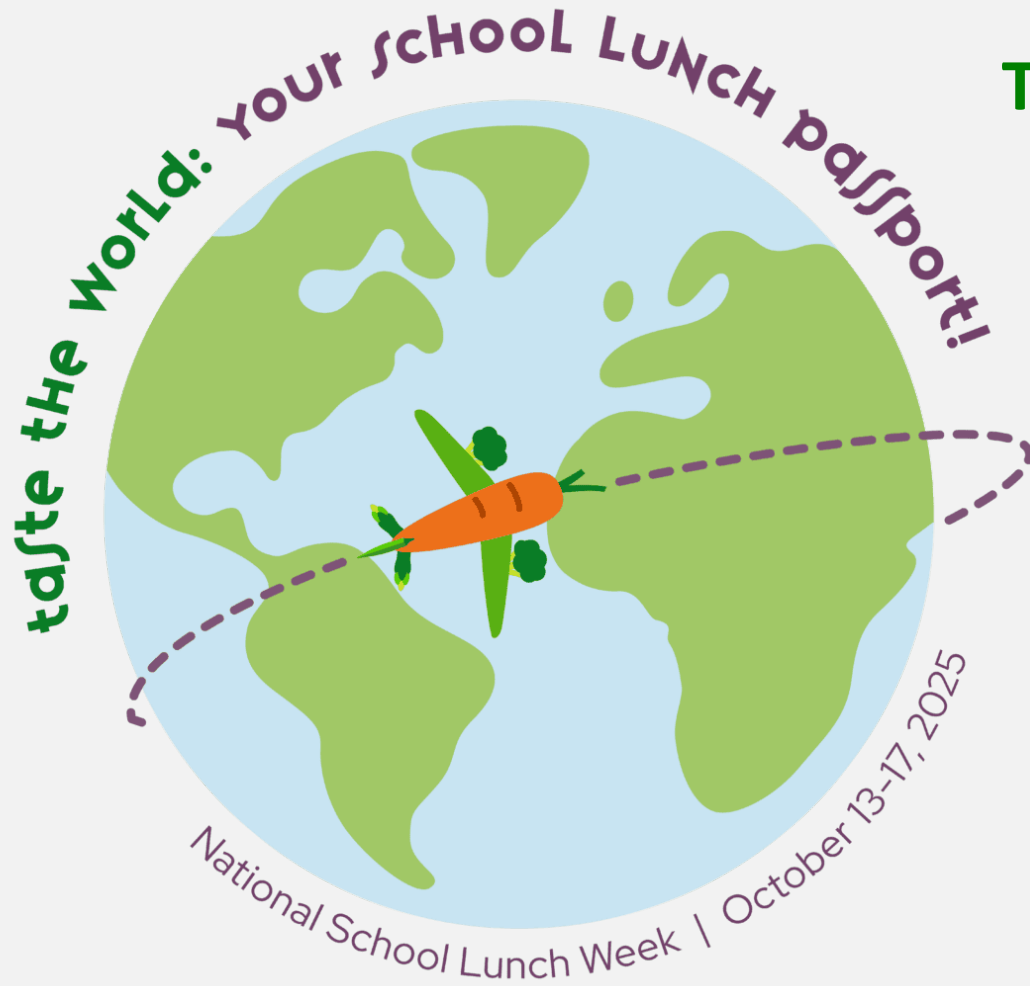
REVIEWS AND REMINDERS

SUZANNAH YODER

TABLE TALK

VOLUME 005 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

REVIEWS AND REMINDERS



Taste the World: Your School Lunch Passport!

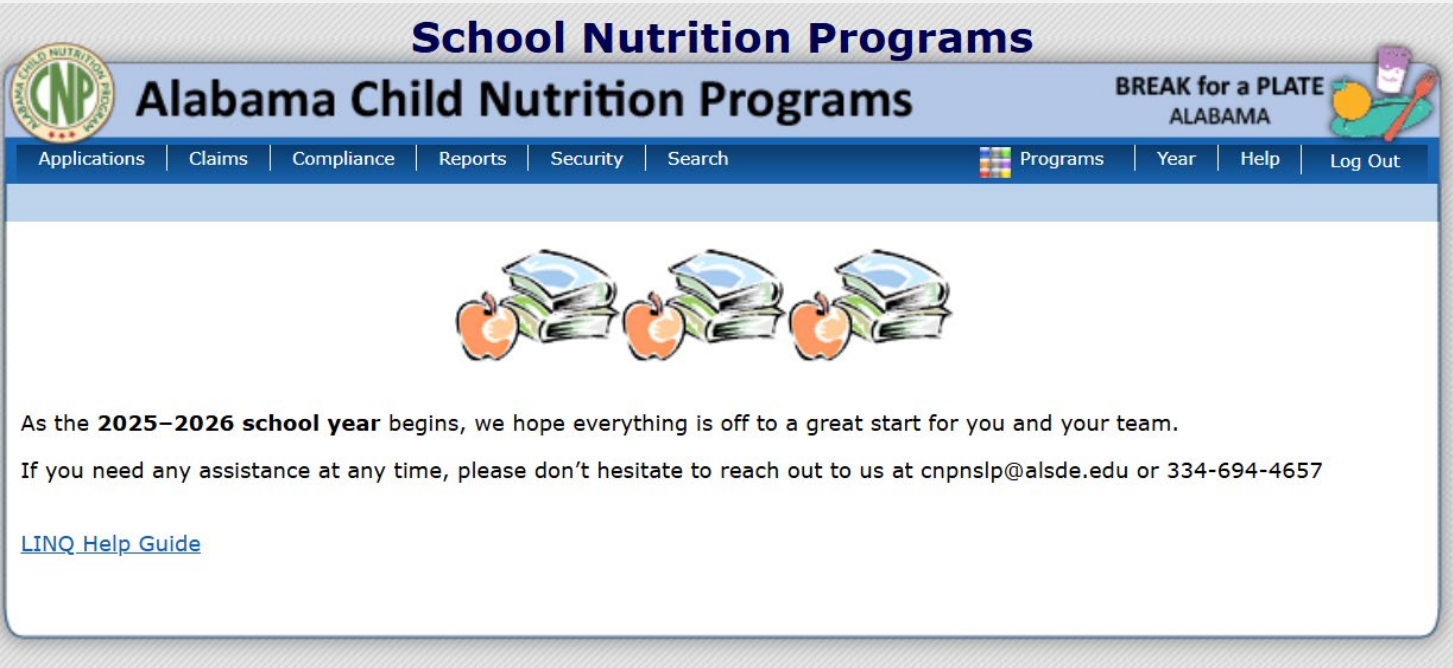
National School Lunch Week October 13th – 17th

- Visit the Official NSLW25 Store
- Download Logos
- Resource Page

[National School Lunch Week - School Nutrition Association](https://schoolnutrition.org/about-school-meals/national-school-lunch-week/)

<https://schoolnutrition.org/about-school-meals/national-school-lunch-week/>

REVIEWS AND REMINDERS



August claims for reimbursement will be completed in the new LINQ State System.

<https://alsde.cnpus.com/prod/Splash.aspx>

Detailed instructions will be sent via Constant Contact prior to the end of the month.



Due to the State fiscal year closeout, the **deadline** for receipt of Child Nutrition Program claims to be processed and paid during the month of September is **Wednesday, September 3, 2025**, at 3:00 PM. The SDE Accounting will make every effort to process and pay **error-free claims** received by this deadline.

Welcome

REVIEWS AND REMINDERS



We're excited to welcome
Ellen Watson
to the ALSDE CNP
School Programs Team!



MONTHLY MEMOS

CHAD LANGSTON

TABLE TALK

VOLUME 005 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

MONTHLY MEMOS

ALSDE Memo (emailed to all directors on 7/29/25)

- Fresh Fruit and Vegetable Program

ALSDE Memo (emailed to all directors on 7/29/25)

- Updated 2026 Pass-Thru Workbook – Please Discard Previous Version

USDA Memo (emailed to all directors on 7/29/25)

- Reimbursement Rates for School Year 2025-2026

ALSDE Memo (emailed to all directors on 8/8/25)

- Correction Notice: Afterschool Snack Service Guidance Update

ALSDE Memo (emailed to all directors on 8/8/25)

- Buy American Provision – Additional Resources Available

ALSDE Memo (emailed to all directors on 8/11/25)

- Eligibility Letters– LINQ School Nutrition

MONTHLY MEMOS

ALSDE Memo (emailed to all directors on 8/12/25)

- Nominate Your School for the Final Round of Alabama's Farm to School Culinary Challenge!

ALSDE Memo (emailed to all directors on 8/13/25)

- SY 2025-2026 Fresh Fruit and Vegetable Program Required Webinar and Information

USDA Memo (emailed to all directors on 8/14/25)

- 2025–2026 Cash in Lieu Rates Now Available

ALSDE Memo (emailed to all directors on 8/20/25)

- School Year 2025-2026 Verification Review

ALSDE Memo (emailed to all directors on 8/21/25)

- Survey Update: Action Required to Receive Table Talk Certificate

MONTHLY MEMOS

ALSDE Memo (emailed to all directors on 8/21/25)

- Culinary Challenge Application Now Open: \$7,000 Grant and Free Culinary Training

ALSDE Memo (emailed to all directors on 8/21/25)

- Reminder: Enter the Alabama-Grown Breakfast Contest by October 24!

ALSDE Memo (emailed to all directors on 8/22/25)

- Save the Date: 2nd Annual Alabama Supply Chain Coordination Symposium – January 30, 2026

ALSDE Memo (emailed to all directors on 8/25/25)

- CNP CLAIM DEADLINE APPROACHING

MONTHLY MEMOS

ALSDE Memo (emailed to all directors on 8/26/25)

- Pre-K Survey

ALSDE Memo (emailed to all directors on 8/26/25)

- Reminder: Nominate Your School for Alabama's Farm to School Culinary Challenge by August 28!



TOP TOPICS

SUSANNE REEVES

TABLE TALK

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VERIFICATION

October 1:

SFA's who verify applications should complete sections 4 & 5 of the Verification Report in the LINQ online application

- The Verification Report is located in the online application list.

October 31:

All SFAs

- RCCIs and Full District CEP SFAs

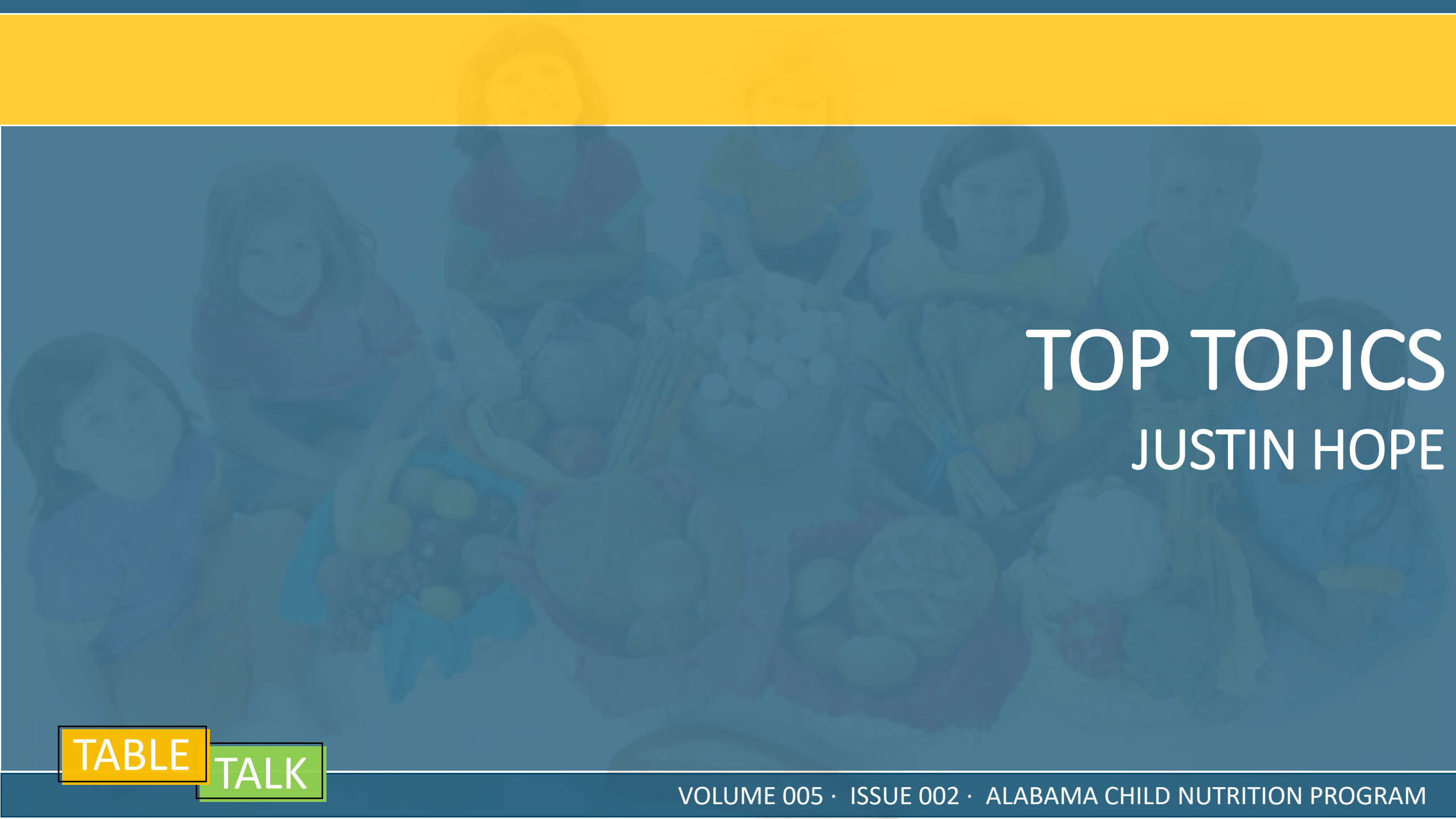
- Complete Section 1-3 of the Verification Report on the last operating day of October

- SFAS Verifying Applications

- Complete Section 1-3 & Section 4 Column B on the last operating day of October

November 15: Verification Must Be Complete

November 18: Verification Report must be completed online



TOP TOPICS

JUSTIN HOPE

TABLE TALK

VOLUME 005 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

Space is Limited
REGISTER EARLY!

2025

Registration Deadline: September 8th

EQUIPMENT ACADEMY

Discover, Compare, and Connect



Serving more than Meals

BUILDING STRONGER KITCHENS



OCT
7-8



REGISTER NOW
\$100/PERSON



COMBI OVENS

- RATIONAL
- BLODGETT
- VULCAN
- CONVOTHERM

CONVECTION OVENS

- GARLAND
- MONTAGUE
- SOUTHBEND
- VULCAN

TILT SKILLETS

- VULCAN
- CLEVELAND
- RATIONAL
- CROWN

WILD CARDS

- MARKET FORGE
- ELECTRIC STEAMER
- SICO SEATING SOLUTIONS
- DUKE SERVING LINE
- THERMOKOOL WALK-IN

- MULTITERIA SERVING LINE
- INTERIOR ELEMENTS SEATING SOLUTIONS
- METRO DRYING RACK
- ROBOT COUPE

TOP TOPICS



Tuesday, October 7th

ACADEMY SOCIAL 6:00 PM-9:00 PM

Kickstarting Connections & Collaboration Under The Lights

Wednesday, October 8th

7:30 AM-8:00 AM	Registration
8:00AM-8:10AM	Welcome
8:10AM-11:50AM	Morning Rotations
11:50AM-12:40PM	Lunch & Learn
12:40PM-4:25PM	Afternoon Rotations
4:25PM-4:30PM	Closing Remarks

SOCIAL SPONSORS

- ALABAMA POWER
- BRESCO
- CGA
- HANSEN GROUP
- INTERIOR ELEMENTS
- PMR
- ALICE STIPE CONSULTANTS
- PACE REPS
- SINGER H&R

Title Sponsor
TERRELL ENTERPRISES

EQUIPMENT SPONSORS

- CGA
- HANSEN GROUP
- INTERIOR ELEMENTS
- PACE REPS
- PMR
- TERRELL ENTERPRISES

CLASSROOM SPONSORS

- ALICE STIPE CONSULTANTS
- BRESCO
- MOBILE FIXTURE
- SINGER H&R

EQUIPMENT DEMOS

At the 2025 Equipment Academy, you will experience 20 pieces of equipment in live demonstrations led by top manufacturers and equipment representatives.

What to Expect:

- **Combi Oven Demonstrations (30 minutes each)** – see how different models handle Wild Mike's Pizza and Gold Creek Chicken Bites.
- **Convection Oven Demonstrations (20 minutes each)** – compare performance with a scratch-made whole grain muffin recipe.
- **Tilt Skillet Demonstrations (20 minutes each)** – test drive equipment using Backyard Burgers.
- **Wild Card Showcases (15 minutes each)** – explore innovative solutions beyond the cooking line, from serving lines and seating to food prep and storage.

TABLE TALK



Group Rate : \$139/night

Reservation Deadline
September 18, 2025

Hotel Reservations



TownePlace Suites Reservations

TownePlace Suites
Millbrook/Prattville
34 Hospitality Lane
Millbrook, Alabama 36054

Springhill Suites
Prattville/Millbrook
100 Hospitality Lane
Millbrook, Alabama 36054

SpringHill Suites Reservations





SWP / LINQ Purchasing

REQUIRED Order Identifier

Failure to use the proper order identifier could lead to orders being erased or dropped by the distributor's picking system

Order Requested Merchants (6)

Expected Date* 6/18/2025 Identifier* 132-0050-061825

Warehouse* Enterprise High School Delivery Address* Main

Identifier	Item	Quantity	Unit Of Measure	Cost	Total
19022-1,5,6	Jelly, Grape (single serve)	2	Case	\$14.5600	\$29.12

Agreement#-Cost Center-Delivery Week – Add on Order #

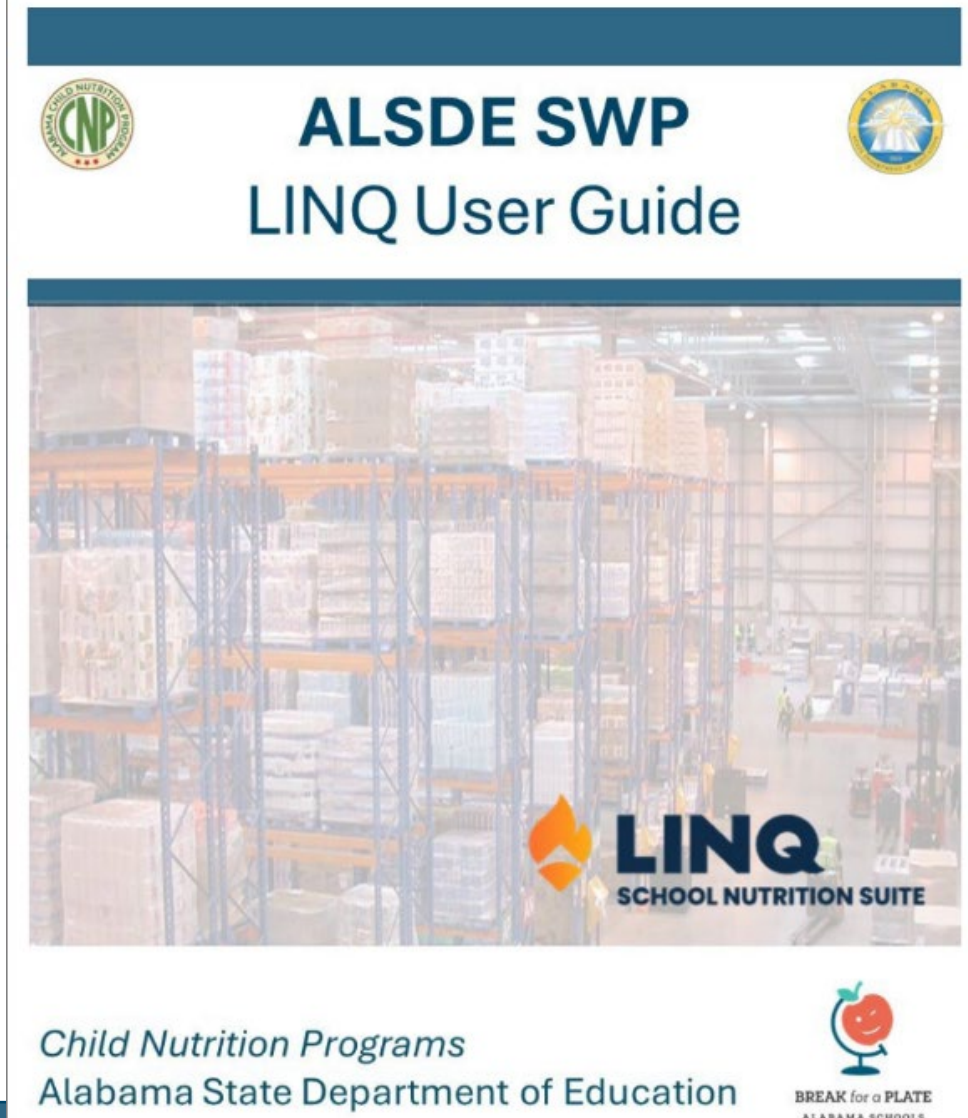
MMDDYYYY Format

132-0050-06182025 - 2

Updates

- **Purchasing Reports**
 - Requisition Report-General Ledger Detail
 - Requisition Report- General Ledger Summary
- User Guide has been Updated for Setting up General Ledger Detail Accounts

ALSDE SWP LINQ User Guide





SFTP Server Address Change

~~sftp://sftp.titank12.com:22~~

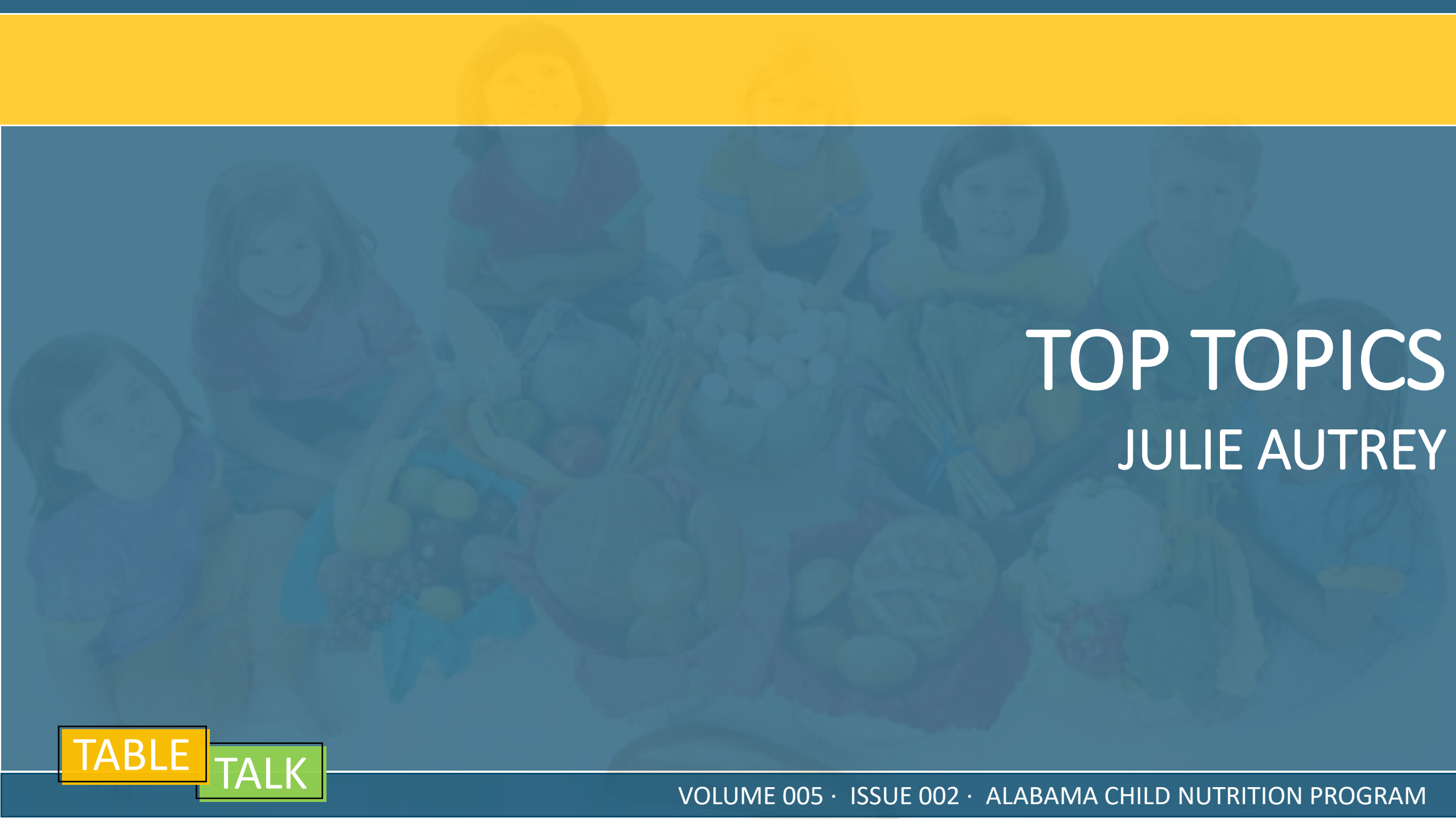


*Direct Certification Files
District Staff Imports*



sftp://sftp.schoolnutrition.linq.com:22





TOP TOPICS

JULIE AUTREY

TABLE TALK

VOLUME 005 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

Supplemental Funding for the School Breakfast Program:

Purpose of Funding:

1. Provide funds to schools providing breakfast meals at no cost to all students through CEP or Universal Breakfast.
2. The funding will be distributed to cover the offset between the Paid and Free Reimbursement rate that prioritizes schools not receiving the full federal free reimbursement rate for breakfast meals served under these programs. (The funds must be used for breakfast service expenses.)

Disbursement of Funds and Coding:

1. Funds are in the process of being disbursed.
2. Fund Coding for LEAs (Public & Charter Schools) must be recorded using:
 - Revenue function code **2901-Other State Sources**
 - (This is Alabama State Funds and not federal funding)
 - Fund Source code **5101-National School Lunch Program**
3. A second allocation will be distributed by March 2026 to include schools newly participating in the CEP and those newly approved for Universal Breakfast for the 2026 school year.
4. Any remaining funds will be disbursed prior to the end of fiscal year 2026.

**STATE OF ALABAMA
DEPARTMENT OF EDUCATION**

August 11, 2025

MEMORANDUM

TO: Selected City and County Superintendents
Private and Charter School Administrators

FROM: Eric G. Mackey
State Superintendent of Education

RE: Act 2025-268: Supplemental Funding for the School Breakfast

Act 2025-268, authorizes supplemental appropriations for Alabama's Fiscal Year 2025-268, for the purpose of providing supplemental funding to schools participating in the School Breakfast Program that provide meals at no cost to students. The purpose of this legislation is to ensure that all students have access to a healthy meal at the start of their school day. The funding will be distributed to schools based on the number of students enrolled in the program. This approach ensures that schools serving the most vulnerable students receive the most funding to sustain and expand access to breakfast meals served under these programs.

FY 25 Supplemental Breakfast Funding 1st Allocation
Offset for Free Reimbursement Rate for Breakfast Served October 2024 - May 2025

Agreement No	Sponsor Name	Sum of TOTAL
812-0000	Alabama Aerospace and Aviation Schools, Inc	\$ 3,030.65
107-0000	Athens City Board of Education	\$ 281,052.65
001-0000	Autauga County Board of Education	\$ 181,542.55
002-0000	Baldwin County Board of Education	\$ 581,341.45
005-0000	Blount County Board of Education	\$ 76,354.25
116-0000	Brewton City Board of Education	\$ 798.70
010-0000	Cherokee County Board of Education	\$ 3,106.60
167-0000	City of Leeds Board of Education	\$ 11,831.05
015-0000	Cleburne County Board of Education	\$ 23,664.55
016-0000	Coffee County Board of Education	\$ 18,453.40
022-0000	Cullman County Board of Education	\$ 67,933.60
026-0000	Elmore County Board of Education	\$ 323,544.55
132-0000	Enterprise City Board of Education	\$ 197,932.95
028-0000	Etowah County Board of Education	\$ 113,758.40
816-0000	Florretta P. Carson Visual and Performing Arts	\$ 749.70
146-0000	Geneva City Board of Education	\$ 11,911.90
152-0000	Gulf Shores City Schools Board of Education	\$ 75,847.10
154-0000	Gunter County Board of Education	\$ 110,579.05
034-0000	Henry County Board of Education	\$ 17,444.00
035-0000	Houston County Board of Education	\$ 19,600.00
036-0000	Jackson County Board of Education	\$ 1,778.70
62-0000	Jacksonville City Board of Education	\$ 18,068.75
63-0000	Jasper City Board of Education	\$ 24,375.05
38-0000	Lamar County Board of Education	\$ 14,224.70
39-0000	Lauderdale County Board of Education	\$ 204,763.65
1-0000	Limestone County Board of Education	\$ 68,916.05
2-0000	Morgan County Board of Education	\$ 257,554.60
0000	Muscle Shoals City Board of Education	\$ 374,229.80
0000	Oneonta City Board of Education	\$ 194,402.60
0000	Oxford City Board of Education	\$ 47,659.85
0000	Russell County Board of Education	\$ 7,852.25
0000	Scottsboro City Board of Education	\$ 42,490.35
0000	St. Clair County Board of Education	\$ 39,538.10
0000	Tusculum City Board of Education	\$ 181,801.10
0000	University Charter School	\$ 8,148.70
0000	Washington County Board of Education	\$ 13,291.25
0000	Winfield City Board of Education	\$ 896.70
0000	Winston County Board of Education	\$ 12,664.05
	Grand Total	\$ 3,641,718.15

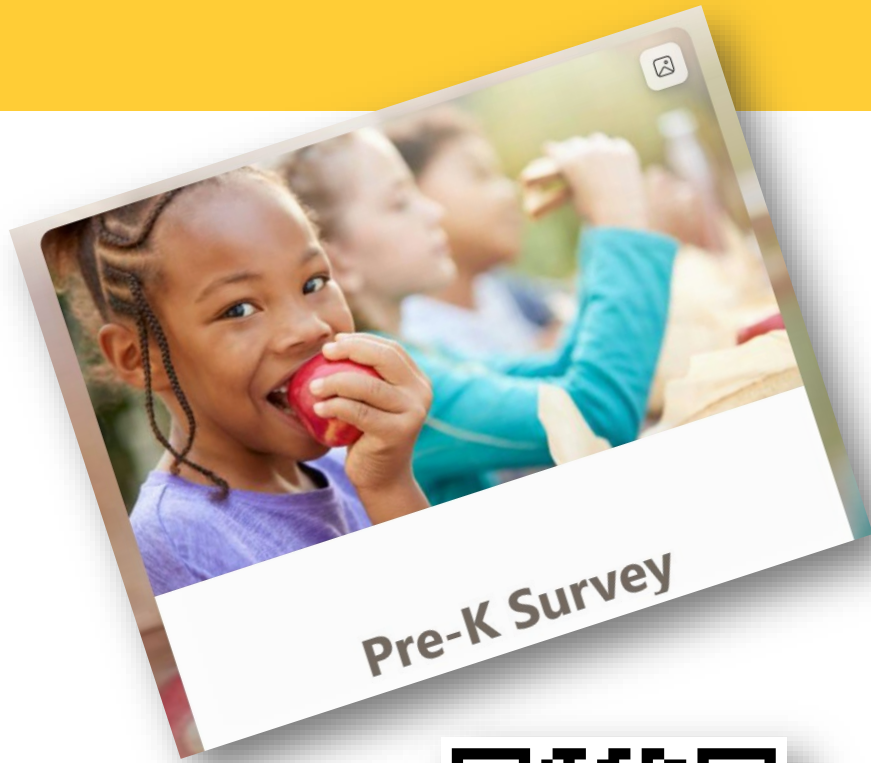


TOP TOPICS

SUZANNAH YODER

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<https://forms.office.com/r/Zcw3Br3DyM>

Preschool Student Survey

Types of Preschool Programs in which students are Board Enrolled:

- Office of School Readiness (OSR) First Class PreK Program
 - Early Childhood program for students who are 4 years old.
 - Sponsored by a grant awarded to the LEA from the DECE
- Local PreK Program
 - Early childhood program for students who are 4 years old.
 - Sponsored by the LEA
- HeadStart Programs
 - Early childhood intervention program children 3-5 years old
 - Federally funded

ALSDE needs help to identify any situations at our SFAs in which preschool students are not showing up as "enrolled" in PowerSchool to accurately capture and claim for reimbursement.



TOP TOPICS

New Directors Training

Area 1

Sheffield City Schools

Area 2

Albertville City Schools
Coosa Valley Youth Services
Cullman City Schools
Oneonta City Schools

Area 3

Alabama Aerospace and Aviation
Build-Up Community School
Freedom Preparatory Academy
Glenwood Mental Health Services
I Dream Big Academy
Independence Preparatory School

Area 4

Ivy Classical Academy
Lowndes County Schools
Marengo County Schools
Pelham City Schools

Area 5

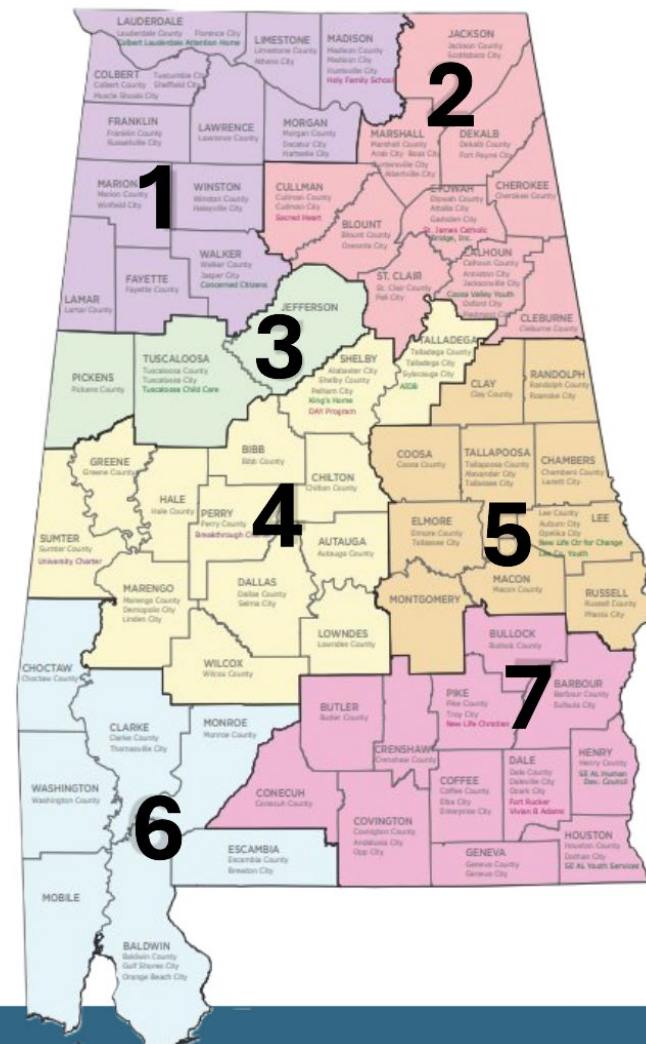
Alabama Youth Sheriff's Ranches
Alexander City Schools
Coosa County Schools

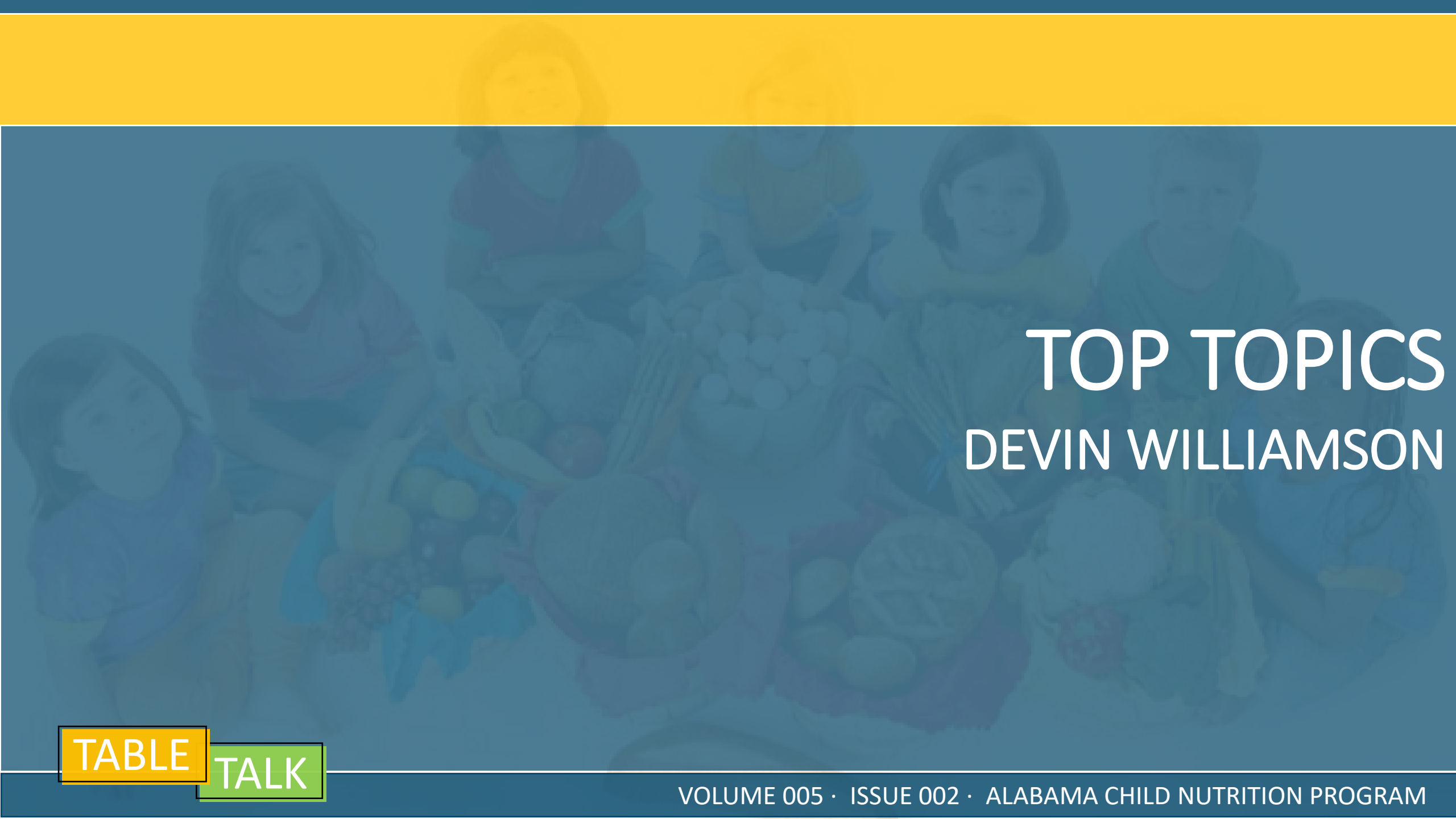
Area 6

Butler County Schools
Pritchard Preparatory School

Area 7

Geneva City Schools
Houston County Schools
Ozark City Schools
Vivan B. Adams





TOP TOPICS

DEVIN WILLIAMSON

TABLE TALK

VOLUME 005 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

Culinary Challenge Upcoming Cohort

Application is out now!!!

The new cohort of 15 schools will begin on October 1st, 2025. Application deadline extended to Thursday, **September 4th at 11:59 p.m.**

What does it include?

- Cooking and taste testing 1-2 recipes each month with students
- One on-site visit from the Chef Ann Foundation for recipe development
- \$7,000 sub-grant for small equipment and travel to trainings
- One-day culinary training next summer (in Priceville, Birmingham area, Elmore County, or Ozark City)
- One professional standards course
- One coaching session for menu planning
- Hold an open house event for next school year



Alabama State Department of Education
Child Nutrition Programs
Alabama's Farm to School Culinary Challenge

Dear Child Nutrition Professional,

Is your school ready to dive into cooking from scratch but unsure where to begin? Here's the perfect program for you!

By participating in **Alabama's Farm to School Culinary Challenge**, your school will have the chance to prepare and test Alabama-inspired recipes with students, all while receiving expert guidance from the Chef Ann Foundation! You'll also receive hands-on culinary training, both on-site and virtually, along with grant funding to support your efforts. The recipes are designed to be simple and quick, taking 30 minutes to 1 hour or less to prepare. **Read on for more details!**

Alabama's Farm to School Culinary Challenge

The Alabama State Department of Education (ALSDE) Child Nutrition Programs (CNP), in partnership with the **Chef Ann Foundation**, is offering an exciting chance to bring fresh, Alabama-grown ingredients into your school kitchens. Supported by the USDA's 2022 Farm to School Formula Grant, this program is designed to create delicious, scratch-made recipes featuring locally sourced items—perfect for your students.

This opportunity is especially beneficial for schools with limited scratch cooking operations and minimal use of Alabama-grown products, but all schools are encouraged to apply. Schools should be eager to learn new culinary skills and incorporate these freshly developed recipes into their daily menus. Directors may nominate multiple schools within their district for this opportunity.

Approximately 15 schools will be selected, so act fast!

What's in store for your school?

- Recipe Development:**
 - Selected schools will test creative recipes developed by the Chef Ann Foundation, featuring Alabama Harvest of the Month items. You will prepare and serve dishes to students through engaging taste tests.
 - Schools will test approximately 1 or 2 recipes each month from **October 2025-September 2026** (summer months are optional).
 - Recipes will be designed for 50 or 100 servings and will highlight Alabama-grown items, USDA Foods, and SWP items.
 - Enjoy on-site culinary assistance during one of your recipe development days.
 - Satisfactory recipes will be featured in a recipe book shared with districts across Alabama.
 - Be part of something special! Participating schools will be acknowledged in the recipe book.
- Culinary Training**

Cafeteria staff from the selected schools will participate in the following:

Culinary Challenge Upcoming Cohort

What is the mission?

- To encourage staff to try new recipes and do taste testings with students
- To help staff feel more confident with scratch cooking and cooking with farm to school items
- Create a recipe book using the recipes that have been tested and approved

After the summer culinary trainings:

- 95% felt confident to use a food processor
- 94% felt confident to use a digital scale
- 100% of participants are somewhat or very likely to implement Harvest of the Month in SY 25-26
- 100% of participants are somewhat or very likely to make spice mixes from scratch in SY 25-26



“The Culinary Challenge Grant was a game-changer for our program! Students and teachers raved about the fresh ingredients in our taste-testing recipes, and the grant allowed us to invest in essential tools like a robot coupe, immersion blender, and some chef knives, which have elevated our kitchen's capabilities...This grant truly transformed how we approach school nutrition, and we hope to incorporate some of those delicious recipes into our school menus.” – Shan Burkhardt, CNP Director, Andalusia City Schools

Culinary Challenge Upcoming Cohort

Sample Recipe Concepts for SY 25-26 Cohort:

Creamy Sweet Breakfast Grits w/ Alabama Honey

Thai Peanut Chicken & Noodles

Watermelon Smoothie Bowl

Mashed Cauliflower

Eggplant Meatballs

Pulled Pork Sandwich with Alabama White Sauce

Stuffed Pepper Soup with Ground Beef

Persimmon Jam



F2S Breakfast Tray Contest

ALSDE Farm to School Breakfast Contest



The Alabama State Department of Education is excited to launch a contest celebrating scratch-made breakfast recipes that highlight Alabama-grown ingredients in school meals!

ALSDE staff in all departments will select the top ten, and Alabama child nutrition directors will vote on the top ten at our 2025 Fall Conference. The school and district name of the submission will not be revealed to voters (state staff or child nutrition directors). The winning cafeteria will receive recognition of their team and breakfast tray. Please make sure that the pictures that you submit do not disclose your district and school.

*Don't Miss the
DEADLINE!*

The deadline to submit the entry forms below is **October 31st, 2025**.

[Farm to School Breakfast Contest - Google Forms](#)



Submission requirements:

- Local item and local farm
- Recipe
- Photo of a close-up of the recipe
- A photo of the recipe on the tray as part of a reimbursable meal
- A photo of the recipe in action (on the serving line, being enjoyed by students, etc.)

NOTE: This may be a recipe from a website or training.
It does not have to be an original recipe.

*Don't Miss the
DEADLINE!*

The deadline to submit the entry form is **October 24th, 2025**.



Farm to School Summit

Alabama Farm to School Summit

Wednesday, November 12, 2025

Procurement Reminders

Farmer Introduction

Culinary Demonstration from the Chef Ann Foundation using products from AL farmers

Meet and Greet time with our amazing Alabama farmers!



Chef Ann Foundation Opportunity

Opportunity through the Chef Ann Foundation

Healthy School Food Pathway: Fellowship Program

A 13-month apprenticeship program for current school food professionals in mid- to upper-level management positions who are passionate about advancing scratch cooking in their districts, as well as their careers in school food leadership. Applications close September 10th, 2025 at 11:59 MT.

For more information or to apply, please visit:

[Chef Ann Foundation | Fellowship](#)



Junior Chef Competition Dates



Competition	Dates
State Competition	January 23, 2026
State Competition Back-up Date for Inclement Weather	January 30, 2026
SERO Competition	April 23 rd -24 th , 2026

*Both Alabama and SERO competitions will take place
at Jefferson State Community College, Shelby-Hoover Campus.*

Farm to School Month Opportunity for Teachers

[Small Bites Adventure Club](#) is giving **PreK-2nd grade teachers FREE digital resources** to teach students how to make **Rainbow Wraps with Peppers** this **October!**

All teachers who register will receive FREE digital resources:

- Start-to-finish PDF instructions
- How-to video with Chef Asata
- Family engagement activities
- Printables and extension activities
- Chance to win a Vitamin blender

Sign-up by September 25th, 2025



LET'S MAKE ...
RAINBOW WRAPS
this October!

sign up for FREE resources this fall at
smallbites.club/rainbow

TRAINING TIDBITS

SUZANNAH YODER



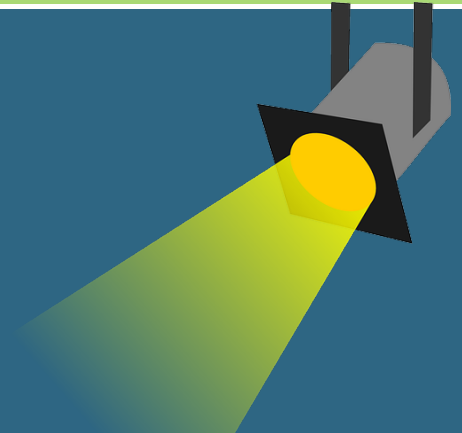
TRAINING TIDBITS

EVENT	DATE	TRAINING	LOCATION	AREA
FALL CONFERENCE	November 11 – 14, 2025	Fall Conference	The Grand Hotel Resort and Conference Center	Point Clear, AL

REGISTRATION

COMING
SOON

STAY TUNED



SPONSOR SPOTLIGHT

DEVIN WILLIAMSON

TABLE TALK

VOLUME 005 · ISSUE 002 · ALABAMA CHILD NUTRITION PROGRAM

Sponsor Spotlight

Tanya Hill

Gulf Shores City Schools

of Sites: 3
of Employees: 14
of Years in Child Nutrition: 10

Favorite Part of the Job: Getting to work with our students in our kitchens

Least Favorite Part: Making adjustments when a truck delivery is missing food items

Most Craziest and Meaningful Thing: Our middle school kids came to me last year and had a desire to work in our kitchens and help my staff daily. So, the principal and I put a plan together for them to work and be a part of helping put nutritious and health food on the table for their peers and teachers. We had about 20 kids work for us last year and this year we already have 15 kids a week come in and help us and my staff gets to teach them valuable skills in the kitchen. The students do anything from washing fruit, to making salads, and everything in between. They are able to help all of our campuses daily.

Farm to School Recipes: squash casserole, cauliflower mac n cheese, roasted eggplant, parmesan zucchini, and heirloom grits from Bayou Cora Farms

Other Highlights: Involving students in the Culinary Challenge



Thank you for attending!

Be sure to document your attendance by completing the survey.

Scan the QR code



[https://forms.office.com/r/eJ4ZGksCDu?
origin=lpLink](https://forms.office.com/r/eJ4ZGksCDu?origin=lpLink)





Ask Us

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, 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/ad-3027.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.