

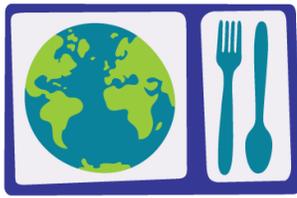
School Nutrition News

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management

Vol. 13 No. 1

Fall 2020

Mark Your Calendars to “Travel” Around The World in 80 Trays



Around the **WORLD** in 80 Trays

Although traveling is limited right now, the School Nutrition Team (SNT) hopes you can use your imagination and join us on a culinary adventure in your school! The second annual Around the World in 80 Trays event aims to increase international flavors in United States Department of Agriculture (USDA) School Meals Programs to celebrate the diverse cultures of Wisconsin students.

Help the SNT reach our goal of 80 School Food Authorities (SFAs) participating in Around the World in 80 Trays. [Take the pledge](#) and use the week of January 18 to 22, 2021 to introduce new flavors, create culturally inspired dishes, explore the tantalizing world of herbs and spices and, most importantly, connect with your students. Visit the [International Meals](#) section of the menu planning webpage for ideas and inspiration. Please be sure to document the event (pictures, video, sound clips, etc.) and send to DPIFNS@dpi.wi.gov so we can share your success on social media!

COVID-19 School Nutrition Outreach Toolkit

The School Nutrition Team recognizes the many challenges faced by school nutrition departments and the decrease in program participation in many SFAs across the state. The School Meals During COVID-19 infographic and accompanying promotional graphics were developed to assist SFAs with promoting their school meal programs.



The resources are available on the [School Nutrition Outreach Toolkit](#) webpage.

Wisconsin School Breakfast Challenge

Congratulations to the winners of the Wisconsin School Breakfast Challenge! These SFAs were notified in June and their hard work was recognized at a virtual celebration that was held on August 18. If you were not able to attend, the recorded video is available on the Hunger Task Force [Winners Circle](#) page.

Category	District	School
Colby winner	St. Anthony School	St. Anthony 2nd Street
Colby runner up	Appleton Area School District	Franklin Elementary
Swiss winner	Hillsboro School District	Hillsboro Elementary
Swiss runner up	Clayton School District	Clayton Elementary
Mozzarella winner	Darrell Lynn Hines College Preparatory Academy of Excellence	Darrell Lynn Hines College Preparatory Academy of Excellence
Cheddar winner	Our Lady of the Lake Catholic School	Our Lady of the Lake Catholic
Cheddar runner up	Gibraltar School District	Gibraltar Elementary
Big Cheese winner	Stevens Point School District	P.J. Jacobs Junior High
Big Cheese runner up	Wausau School District	John Muir Middle

The Wisconsin Department of Public Instruction, Hunger Task Force, No Kid Hungry, and the School Nutrition Association of Wisconsin thank you for your continued participation in the School Breakfast Program (SBP). The SBP ensures every student has access to the nutrition they need to be successful learners, whether learning online or in the classroom. Keep up the great work! See “The Breakfast Challenge” article attachment for more information.

2020 USDA Equipment Grant Announcement

The School Nutrition Team is pleased to announce that funding is available to award another round of National School Lunch Program (NSLP) Equipment Assistance Grants. The USDA has provided Wisconsin with \$399,042 in funding for these grants. *New this year, each SFA can request a maximum total of \$25,000 for up to two pieces of equipment. Additionally, each piece of requested equipment must be a minimum of \$1,000 with no requirement to be above the SFA's capitalization threshold.



Applications will be available in the fall. More information on this grant opportunity can be found on the [equipment grant webpage](#).

2020-21 Fresh Fruit and Vegetable Program (FFVP) in Wisconsin

This school year, elementary students in more than 200 Wisconsin schools will enjoy fresh fruit and vegetable snacks at least two days per week! FFVP funding provides schools the opportunity to offer students unique produce that they may not have been able to try elsewhere. Last school year, Wisconsin students snacked on kiwi, okra, kumquat, and radishes, among many others. One school reports, "The children share stories of eating the snacks they have tried!" Another said, "Our families tell us that because of FFVP, their children ask for a variety of fruits and vegetables when their parents go to buy groceries, and have shown more interest in the process for planting seeds to grow their own vegetables." Schools that operate the FFVP consistently demonstrate the program's positive effects on nutrition and wellness throughout the school.

The Wisconsin [FFVP webpage](https://dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable) (dpi.wi.gov/school-nutrition/programs/fresh-fruit-vegetable) includes information about the program, eligibility, requirements, and helpful resources for schools participating in the program. Here you will also find current information on how to serve the FFVP to virtual students.



Grant funds from USDA make the FFVP possible nationwide. Wisconsin's funding varies from year to year, so if your school applied this school year and was not awarded, please consider applying next school year. FFVP grant application information for the 2021-22 school year will be available in early 2021.

Professional Standards Training Tracker Tool

USDA Team Nutrition appreciates receiving your feedback on the Tracking Tool and works continuously to enhance the user experience.

Creating and editing your own training titles is now easier than ever! With the latest update to the Professional Standards Training Tracking Tool (PSTTT), users have the capability to edit training information after creating a new training title within the current school year. Your newly created training title will now autofill when logging training using the *Enter Training* feature.

The new *Training Title List* feature located under the *Training* tab on the toolbar allows users to easily search available training titles, enter new training, and delete any user-created training all from one location. To protect the training history of employees, users are unable to delete created training titles if it has been recorded as a part of an employee's training history.

For assistance using the PSTTT, contact cnpntab@usda.gov.

How AmeriCorps Farm to School Members Can Help You During the COVID-19 Pandemic

First of all, the AmeriCorps Farm to School team wants to thank each and every one of you for your creativity and hard work to keep Wisconsin students fed since the start of the COVID-19 pandemic in March. We know it has not been easy and we want you to know we are here to help in any way that we can! Each year the AmeriCorps Farm to School team works with school nutrition professionals, teachers, students, farmers, and community members around the state to implement farm to school programming in a way that best fits each community's needs. The needs of each community look a little different this year with many schools moving to a virtual or hybrid learning environment, so we have adapted our program to continue to meet the needs of each unique community.



Here is a list of a few of the things AmeriCorps Farm to School members are working on this year:

- Teaching virtual nutrition lessons
- Starting/maintaining a school garden to grow fresh food for school meal programs
- Creating educational handouts to go home in student lunches
- Helping promote the hard work that school nutrition programs are doing by highlighting local items on the menu with fun videos and lessons
- Helping source fruits and vegetables locally by building relationships with farmers
- Helping educate school nutrition staff on how to safely prepare and use local items
- Helping promote school meals through fun Farm to School events like the Great Apple Crunch and Harvest of the Month programs
- Creating fun taste test education materials

If you could use some help with any of the items listed above, we would love to discuss more about how our program could support you this school year. If you are interested or would like to learn more about the opportunity, please contact Kara Ignasiak at kara.ignasiak@dpi.wi.gov.

SNACS Update

Getting an Administrative Review (AR) this year? You'll need access to our School Nutrition Accountability Software (SNACS)! After your AR has been scheduled, visit the [SNACS webpage](https://dpi.wi.gov/school-nutrition/snacs#schools) for instructions on requesting access to SNACS (https://dpi.wi.gov/school-nutrition/snacs#schools).

Questions about SNACS? Contact the SNACS Support Team at

DPISNACSSupport@dpi.wi.gov.



USDA **New Guidance**

TA 01-2020: Twenty-third Release of the Child Nutrition Database (CN23) - May 8, 2020

The CN23 was made available on the [Team Nutrition website](#) on May 8, 2020. The CN Database is an integral part of the [nutrient analysis software approved by the USDA](#). The approved software is used by schools for menu planning that meets dietary specifications and recipes analysis to ensure Smart Snacks compliance, as well as for state agency's lunch and breakfast meal certification of compliance and nutrient analysis of menus for Administrative Reviews.

New for this year, CN23 contains updated food product nutrient data from 20 food manufacturers. The nutrient data for 29 new or updated USDA Foods are also included. The National Nutrient Database for Standard Reference (SR) Legacy is no longer being updated, so no new or modified food items were added to the SR data in the CN23.

Software companies with USDA-approved software were to incorporate CN23 into their products and to make the new version of the software available to current users no later than July 1, 2020. Anyone who has not received an update with the current CN Database after this date should contact their software company.

[USDA Policy Memorandum SP 17-2020: Fiscal Year \(FY\) 2020 National School Lunch Program Equipment Assistance Grants for School Food Authorities](#)

Issued on May 13, 2020, this memorandum distributes \$30 million, provided by the Consolidated Appropriations Act, 2020, (Public Law 116-94), to state agencies to competitively award Equipment Assistance Grants to eligible School Food Authorities (SFAs) participating in the NSLP. This memorandum and its attachments provide guidance on the specific terms and conditions, funding goals, period of performance, and timelines for these grants. Wisconsin has been allocated \$399,042.

[USDA Policy Memorandum SP 21-2020: Questions and Answers related to Food Service Management Company Contracts and Allowable Costs during the COVID-19 Pandemic](#)

Issued on June 3, 2020, this memorandum includes questions and answers for state agencies and local program operators on flexibilities available under the child nutrition programs during the novel coronavirus (COVID-19) pandemic. The questions have been grouped under three headings: Food Service Management Company (FSMC) Contracts and Other Contracted Suppliers, Monitoring, and Allowable Costs.

[COVID-19: Child Nutrition Response #33: Nationwide Waiver to Allow Non-Congregate Feeding in the Child Nutrition Programs - EXTENSION #2](#)

Issued on June 25, 2020, this waiver extends non-congregate feeding in the NSLP, School Breakfast Program (SBP), and Child and Adult Care Food Program (CACFP) for COVID-19 related operations throughout the school year (SY) 2020-21. This waiver does not apply to the Summer Food Service Program (SFSP).

[Families First Coronavirus Response Act \(FFCRA\) Opt-In Waiver for School Year 2020-2021 National School Lunch Program USDA Foods Entitlement Calculations](#)

Pursuant to section 2202(a) of the FFCRA, Food and Nutrition Service (FNS) is establishing a nationwide opt-in waiver to help minimize the impact of coronavirus related school closures on USDA Foods entitlement calculations.

Due to widespread school closures resulting from COVID-19, there is a potential that reimbursable lunch counts will be reduced in Wisconsin. These reductions may result in decreases to the USDA Foods entitlement available to our state for SY 2020-21, which could lead to less USDA Foods provided in school meals. Therefore, FNS waives Section 6(c)(1)(C) of the National School Lunch Act (NSLA), and our state may elect to opt-in to this waiver and forgo the annual entitlement adjustment in October 2020.

The Wisconsin DPI has elected to opt-in to this waiver. No action is required on the part of the SFA. As a result of DPI opting into this waiver, the following will occur for all Wisconsin SFAs participating in USDA Foods:

- The preliminary SY 2020-21 entitlement level, based on SY 2018-19 lunch counts, which state agencies were assigned in January 2020 for placing SY 2020-21 orders, will be the final entitlement value assigned for SY 2020-21. The November 2020 price file will still be updated as normal.
- In October 2021, entitlement will occur as normal. In other words, SY 2021-22 USDA Foods entitlement will reflect lunches served in SY 2020-21.

[COVID-19: Child Nutrition Response #34: Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program - EXTENSION #2](#)

Issued on June 25, 2020, this waiver allows for meal service time flexibility. Under normal circumstances, Child Nutrition Program meals must follow meal service time requirements per 7 CFR 210.10, which states that lunch service must be offered between 10 a.m. and 2 p.m. However, FNS recognizes that for SY 2020-21, due to the COVID-19 public health emergency, waiving the meal service time requirements will support safe access to nutritious meals. This waiver is effective July 1, 2020 and remains in effect through June 30, 2021. This extension does not apply to SFSP or SSO. For more information about electing the nationwide waivers for SY 2020-21, see the article on page 5.

[COVID-19: Child Nutrition Response #35: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children - EXTENSION #2](#)

Issued on June 25, 2020, this waiver allows program operators to distribute NSLP, SBP and CACFP meals to parents or guardians to take home to their children in the non-congregate setting due to COVID-19. This waiver is in effect for SY 2020-21.

State agencies must have a plan for ensuring that program operators are able to maintain accountability and program integrity. This includes putting procedures in place to ensure that meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed to any child. For more information about electing the nationwide waivers for SY 2020-21, see the article on page 5.

[COVID-19: Child Nutrition Response #36: Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs - EXTENSION #4](#)

Issued on June 25, 2020, this waiver applies to the NSLP, SBP and CACFP. This waiver allows SFAs to submit a waiver to the state agency for the meal pattern requirements and is effective SY 2020-21. The state agency will review SFA waiver requests to ensure there is a strong justification for the waiver. FNS expects program operators to maintain and meet the nutrition standards for each program to the greatest extent possible. For more information about the Wisconsin meal pattern waiver for SY 2020-21, see the article on page 5.

[COVID-19: Child Nutrition Response #37: Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in the National School Lunch Program for School Year 2020-2021](#)

Issued on June 25, 2020, this waiver eliminates the requirement to participate in Offer versus Serve (OVS) at the high school level for SY 2020-21 and it only applies to the NSLP. The Centers for Disease Control and Prevention (CDC) recommends that schools serve individually plated meals in classrooms instead of in a communal cafeteria. Schools and districts attempting to adhere to this guidance would likely have difficulty meeting the OVS requirement. In addition, this waiver enables schools to offer complete meals for delivery or pick up for high school students doing distance learning during the COVID-19 health emergency. For more information about electing the nationwide waivers for SY 2020-21, see the article on page 5.

[COVID-19: Child Nutrition Response #41: Nationwide Waiver of Onsite Monitoring Requirements in the School Meals Programs - Revised - EXTENSION 2](#)

Issued on August 4, 2020, this waiver waives the school meals onsite monitoring requirements included in 7 CFR 210.8, 210.18, 220.8(h), and 210.18(c). Therefore, it applies to the NSLP and SBP. The DPI SNT will not be conducting the onsite portion of the USDA Administrative Reviews (ARs) at the physical school buildings. Instead, we will be conducting the onsite portion offsite. If your SFA has been chosen for an AR this school year, we will be providing further information.

[USDA Policy Memorandum SP 22-2020: Fresh Fruit and Vegetable Program: Allocation of Funds for Fiscal Year 2021](#)

Issued on August 18, 2020, this memorandum provides funding allocation amounts for all state agencies for fiscal year 2021, provides information on funding requirements and deadlines, and serves as a reminder of important program requirements.

[USDA Policy Memorandum SP 23-2020: Fresh Fruit and Vegetable Program Operations for SY 2020-21 during COVID-19](#)

Issued on August 21, 2020, this memorandum provides clarification on questions related to the operation of the Fresh Fruit and Vegetable Program (FFVP) during school building closures in all states and SFAs during the coronavirus public health emergency.

[USDA Policy Memorandum SP 24-2020: Questions and Answers for the Child Nutrition Programs during School Year 2020-2021 - #5](#)

Issued on August 21, 2020, this memorandum provides clarification on questions related to Child Nutrition Program operations during SY 2020-21. The DPI SNT has provided further clarification and added this information to our [Serving Meals During COVID-19 in SY 2020-21 Q&A](#) and the [SSO version](#).

[COVID-19: Child Nutrition Response #57 Nationwide Waiver to Allow Reimbursement for Meals Served Prior to Notification of Approval and Provide Flexibility ...](#)

Issued on September 11, 2020, this waiver applies to state agencies administering SFSP. FNS waives the requirement that reimbursement shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program found at 7 CFR 225.9(d). FNS waives the requirement for the state agency to conduct pre-approval visits of SFSP sponsors and sites found at 7 CFR 225.7 (d).

[SP 25-2020: Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations through December 2020](#)

Issued on September 11, 2020, this memorandum provides clarification on questions related to operation of the NSLP, SBP, SSO, SFSP and CACFP during the COVID-19 pandemic. This memorandum applies to state agencies administering and local organizations operating these programs.

Direct Certification (DC)

Just a friendly reminder to mark your calendar to run DC throughout the school year. SNT's [DC webpage](#) includes the DC Calendar of Requirements, how to request access for new users, and an informative [FAQ](#). DC electronically matches your student file to a state database of children in families enrolled in FoodShare, W-2 cash benefits, Food Distribution Program on Indian Reservations (FDPIR), Medicaid, or the foster care system. Running your student enrollment through the DC system is an important and mandatory back-to-school task. The enrollment should list students with access to at least one meal per day. SFAs that do not participate in Community Eligibility Provision (CEP) or are mixed districts are required to complete a full enrollment run before the first day of school. SFAs that have 100 percent CEP schools must complete their first run in October. For questions about using the DC program, email dpifns@dpi.wi.gov or call (608) 267-9228.

Infants and Preschoolers in the NSLP and SBP

Are you serving 3K and/or 4K students in the classroom this year who are usually served in the cafeteria using co-mingled meal service? If so, please note that 3K and 4K students served in the classroom are not co-mingled. Therefore, they must be served [the infant and preschool meal pattern](#) unless your SFA has an approved [meal pattern flexibility request](#) that allows one meal pattern for all age/grade groups. Preschool students that you serve can be included in your one meal pattern waiver request.

Please contact [Brittany Zerbe](#) or [Tanya Kirtz](#) if you have questions or concerns.

Great Lakes Great Apple Crunch

The Great Apple Crunch will be different this year, but the event is still a great opportunity to support local farmers and ensure access to nutritious foods. The Crunch occurs on October 8 but you are welcome to crunch any day or time in October that works for you. [Register](#) today.



Nationwide Waivers for SY 2020-21

Below is a description of each of the waivers granted by the USDA with direct links from our [School Meals Programs COVID Information](#) webpage. Upon completion, the waiver flexibility is automatically granted, with the exception of the meal pattern flexibility waiver. Meal pattern flexibility requests will be approved on a case-by-case basis by a member of the SNT. These waivers are available for those serving under NSLP, SSO or SFSP.

[Non-Congregate Feeding in the Child Nutrition Programs:](#)

FNS recognizes that for SY 2020-21, waiving the non-congregate feeding requirements, therefore allowing meals to be consumed offsite, will support safe access to nutritious meals.

Important: If your SFA chooses to fill out this waiver, you must serve meals to all students, including those at home learning virtually.

[Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program and Child and Adult Care Food Program:](#)

FNS recognizes that for SY 2020-21, waiving the meal service time requirements, therefore allowing SFAs to serve meals when most convenient to families, will support safe access to nutritious meals.

[Parents and Guardians to Pick up Meals for Children:](#)

FNS recognizes the need for parents and guardians to pick up meals, rather than students, at non-congregate meal sites to assist with the goal of providing meals while also taking appropriate safety measures. Check out the [Parent Pick up State Policy Sign \(Spanish\)](#) to utilize at your school.

[Offer Versus Serve Flexibility for Senior High Schools in the National School Lunch Program \(does not apply to meals served in school\):](#)

FNS recognizes that for SY 2020-21, waiving the OVS requirement, and therefore allowing high school students to not use OVS, will support safe access to nutritious meals. This waiver can be applied to both virtual and in-person meals.

[Meal Pattern Flexibility in the Child Nutrition Programs:](#)

The Meal pattern waiver is broken into three segments:

1. School Food Authorities (SFAs) may request to waive the age/grade group requirements and instead serve one meal pattern of their choosing to all students at lunch.
2. On August 21, the DPI School Nutrition Team was made aware that the flexibilities provided in the Child Nutrition Programs: Flexibilities for Milk, Whole Grain, and Sodium Requirements Final Rule are no longer available. All SFAs that wish to continue as planned this school year (i.e. offer 50 percent of the weekly grains as whole grain rich (vs. 100 percent), offer flavored one percent milk, and/or maintain sodium target level one, must complete this waiver.
3. SFAs that participate in the NSLP, SBP or the SSO and are currently experiencing difficulty providing access to meals while minimizing potential exposure to COVID-19 must complete this waiver. The DPI SNT will grant component specific flexibilities on a case-by-case basis.

SNT Member Updates

Congratulations to...

Kirsten Voss who was married to her husband, Matt, on September 12!



Farewell and Best Wishes to...

Ansley McLeod, Nutrition Program Consultant, who left in July after almost four years with the DPI to pursue her future as an artist. We wish her the best of luck!

Nitin Pericherla, Programmer Analyst III, who worked on the SNACS software and was with the DPI for just about six years. Good luck on your next endeavor!

Free and Reduced-Price Meal Benefits

A few reminders for schools participating in the SSO or SFSP programs in the fall of the SY 2020-21:

1. If using an electronic system for your Point of Service (POS), you may work with your software provider to change the price to show \$0.00 charged to students.
2. You will want to keep the meal eligibility benefits for students in your POS system, as you will need to return to the NSLP status as Free, Reduced and Paid when the waivers end on December 31, 2020 or when the USDA funding is depleted.
3. Continue to run your DC per the usual requirements.
4. As applications are received, via electronic or paper, continue to process them and enter the eligibility determination in your POS system, and update your Benefit Issuance List (BI).
5. When the waiver for participating in SSO or SFSP ends on December 31, 2020 or USDA funding is depleted, you will go back to standard counting and claiming in the NSLP.
6. Check the [COVID-19 webpage](#) on the DPI website for the most current information, including the recent [Q&A document](#).

As always, if you have questions, feel free to contact the free and reduced price eligibility and verification specialists at the DPI SNT.

School Nutrition Skills Development Courses

Thank you to those that participated in virtual SNSDC 2020. We hope these classes provided you with the knowledge and skills necessary to better serve nutritious and compliant meals to the students of Wisconsin during this unique time. Thank you also to those that completed the course evaluation surveys. Participant input is valuable in helping the SNT provide quality presentations for the future. All courses will stay on the [SNSDC webpage](#) for the remainder of the 2020-21 school year.



Mark Your Calendar!

National F2S Month – October 2020
farmtoschool.org/our-work/farm-to-school-month



National School Lunch Week
October 12-16, 2020

<https://schoolnutrition.org/Meetings/Events/NSLW/2020/>



Around the
WORLD
in 80 Trays

Around the World in 80 Trays
January 18-22, 2020

School Nutrition Website Updates

To help you find important school nutrition resources, the SNT strives to create a user-friendly experience when navigating the [School Nutrition Programs](#) website. Some webpages have accordions, which when clicked on, provide additional information that was once hidden. These were put in place to reduce scrolling and provide topics that are easy to spot. An important webpage to note is the [Child Nutrition Program COVID-19 Information](#), which contains guidance and waivers for SY 2020-21. If you have difficulty finding information or want to provide feedback on the website, please contact us at DPIFNS@dpi.wi.gov.



Transitioning from Emergency Procurement to Planned Competitive Procurement

During COVID-19, agencies may have conducted noncompetitive Emergency Procurement(s) to continue uninterrupted food service. Since this type of purchase duration is short term, schools must now begin planning for cost-effective and competitive contracts for all goods and services. SFAs should utilize their internal procurement manual and policies as a guide to: identify needs, conduct market research, write specifications, select the appropriate procurement method, prepare solicitation document(s), solicit bids or proposals, evaluate the bids or proposal, and award a new contract. If the agency does not have this resource available, the DPI SNT has an example [Procurement Manual](#) that can be used to draft local policies and procedures. Normally, procurement planning starts in November to allow time to award a contract for the next school year. Solicitation templates for simplified and formal purchases can be found on the [Procurement webpage](#). Our team is in the process of compiling known vendor lists that SFAs can use as a resource to solicit bids. These lists are not all-inclusive and reflect only vendors who wish to have their names on our lists. Contact the [Procurement team](#) if your agency has further questions.

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: 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.

This institution is an equal opportunity provider.

School Nutrition News is published three times per year by the DPI. Questions or comments should be directed to:

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