IVY ACADEMIA
TK-12 Entrepreneurial Charter School
"Educating Our Next Generation of Entrepreneurs"
Wellness Policy
2018-2019 SCHOOL YEAR

Approved by Board of Directors on April 26, 2018

Allison Geld, Board of Directors Chairperson
Janet Danaher, Board of Directors Secretary
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I. Preamble

Ivy Academia (henceforth referred to as Ivy) is committed to the optimal development of every student. Ivy 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. This institution is an equal opportunity provider.

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 Ivy’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 Ivy 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;

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- 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 Ivy in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- Ivy 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, staff, and schools in Ivy.

II. School Wellness Committee

Committee Role and Membership

Ivy will convene a representative School Wellness Committee (hereeto referred to as the SWC) that meets at least four 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 school wellness policy (hereotofore referred as “wellness policy”).

The SWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals; school health services staff, and mental health and social services staff; school administrators; school board members; health professionals; and the general public. To the extent possible, the SWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Director of Food Services or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy and will ensure each school’s compliance with the policy.

The names, titles, and contact information of these individuals are:

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email address</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Gennaro</td>
<td>Director of Administrative Services</td>
<td><a href="mailto:gennarom@ivyacademia.com">gennarom@ivyacademia.com</a></td>
<td>Wellness Policy Director and Director of Food Services</td>
</tr>
<tr>
<td>Eder Tapia</td>
<td>Athletic Director</td>
<td><a href="mailto:tapiae@ivyacademia.com">tapiae@ivyacademia.com</a></td>
<td>SWC Coordinator</td>
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The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district’s wellness policy. (42 USC 1758b: 7 CFR 210.30

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<td>(818) 716-0771 ext. 1003</td>
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Refer to Appendix A for a list of school level contacts.
III. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan
Ivy will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each 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.
This wellness policy and the progress reports can be found at: www.ivyacademia.com

Recordkeeping
Ivy will retain records to document compliance with the requirements of the wellness policy electronically and a hard copy in the Business Office. Documentation maintained in this location will include but will not be limited to:
- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including
  - Efforts to actively solicit SWC membership from the required stakeholder groups; and
  - These groups’ participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for each school under its jurisdiction; and
- Documentation of the triennial assessment of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including:
  - Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and
  - Efforts to actively notify families about the availability of wellness policy.

Annual Progress Reports
Ivy will compile and publish an annual report to share basic information about the wellness policy and report on the progress Ivy has made in meeting wellness goals. This annual report will be published around the same time each year in June, and the report will include, but is not limited to:
- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school’s progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated School policy leader(s) identified; and
- Information on how individuals and the public can get involved with the SWC.
The annual report will be available in Spanish.
Ivy Academia will actively notify households/families of the availability of the annual report.
The SWC, in the form of the School Site Council will establish and monitor goals and objectives for Ivy.

Triennial Progress Assessments
At least once every three years, Ivy Academia will evaluate compliance with the wellness policy to assess the implementation of the policy and include:
- The extent to which Ivy is following the wellness policy;
- A description of the progress made in attaining the goals of Ivy’s wellness policy.
The position/person responsible for managing the triennial assessment and contact information is the Director of Food Services. The SWC, in the form of the School Site Council, will monitor schools’ compliance with this wellness policy. Ivy Academia will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy
The SWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as School 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 wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications
Ivy Academia is committed to being responsive to community input, which begins with awareness of the wellness policy. Ivy will actively communicate ways in which representatives of SWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that school. Ivy 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. Ivy will use electronic mechanisms, such as email or displaying notices on the Ivy’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. Ivy will ensure that communications are culturally and linguistically appropriate to the community and accomplished through means similar to other ways that Ivy and individual schools are communicating other important school information with parents.

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

IV. Nutrition

School Meals
Ivy is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams 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.

All campuses within Ivy participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), All campuses within Ivy are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- 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. (Ivy offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunch area techniques:
  - Whole, sliced or cut fruit is available daily
- Daily fruit options are displayed in a location in the line of sight and reach of students.
- Daily vegetable options are bundled into all grab and go meals available to students.
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- White milk is placed in front of other beverages in all coolers.
- Monthly menus, student assemblies, and announcements in the classroom are used to promote and market menu options.
  - Menus will be posted on Ivy website or individual school websites and will include nutrient content and ingredients.
  - Menus will be created by meal program vendor and reviewed by meal program vendor and Ivy.
  - Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets HSP Gold level). All students are served lunch at a reasonable and appropriate time of day.
  - 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.

**Staff Qualifications and Professional Development**
The school’s nutrition program directors and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](https://www.fns.usda.gov/tns/child-nutrition/child-nutrition-professionals). These school nutrition personnel will refer to [USDA’s Professional Standards for School Nutrition Standards website](https://www.fns.usda.gov/tns/child-nutrition/child-nutrition-professionals) to search for training that meets their learning needs.

**Water**
To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. Ivy will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

**Competitive Foods and Beverages**
Ivy is committed to ensuring that all foods and beverages available to students on the school campus during 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/healthierschoolday/tools-schools-smart-snacks](http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks). The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

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 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 student stores, and snack or food carts.

**Celebrations and Rewards**
Ivy shall encourage school staff to avoid the use on non-nutritious foods as a reward for students’ academic performance, accomplishments, or classroom behavior.
School staff shall encourage parents/guardians or other volunteers to support Ivy’s nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.
**Fundraising**

Ivy shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. Foods and beverages that do not meet the USDA Smart Snacks in Schools nutrition standards may only be advertised thirty minutes after the last dismissal time until 11:59 pm.

**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. 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. Ivy 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](http://www.healthiergeneration.org/smartsnacks); and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that Ivy and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

**Nutrition Education**

Ivy aims to teach, model, encourage, and support healthy eating by students.

- 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;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- All health education teachers will provide opportunities for students to practice or rehearse the skills taught through the health education curricula.

**Essential Healthy Eating Topics In Health Education**

Ivy 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
- Reading and using USDA’s food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- 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
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others’ healthy dietary behavior

**USDA’s Team Nutrition** provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

**Food and Beverage Marketing in Schools**

Ivy 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. Ivy strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on school property that contains messages inconsistent with the health information. Ivy is imparting through nutrition education and health promotion efforts. It is the intent of Ivy to protect and promote student’s health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with Ivy’s wellness policy.

Any foods and beverages marketed or promoted to students on the school campus (during the school day) will meet or exceed the state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students. Foods and beverages that do not meet the USDA Smart Snacks in Schools nutrition standards may only be advertised thirty minutes after the last dismissal time until 11:59 pm.

Food advertising and marketing is defined\(^{15}\) 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.
- 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 Ivy.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or free samples displaying advertising of a product.

**V. 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 and Ivy is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All school locations at Ivy will be encouraged to participate in Let's Move! Active Schools (www.letsmoveschools.org) to successfully address all CSPAP areas.

Physical activity during the school day **will not be withheld** as punishment for any reason. Any student involved in disciplinary restrictions will be provided with equivalent physical activities. This does not include participation on sports teams that have specific academic requirements.

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

**Physical Education**

Ivy 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.

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

Ivy's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

**Essential Physical Activity Topics in Health Education**

Ivy will include in the health education curriculum the following essential topics on physical activity:

- 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)**

All elementary schools will offer at least **15 minutes of recess** on all or most days during the school year. This policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located outside the lunch line to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating.

*Outdoor recess* will be offered when weather is feasible for outdoor play.

In the event that the school or school must conduct *indoor recess*, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Recess will complement, not substitute, physical education class. Yard Supervisors 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 (Elementary and Secondary)
Ivy 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 throughout the day on all or most days during a typical school week. Ivy recommends teachers provide short (2-3 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 will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.
Ivy 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.

VI. Other Activities that Promote Student Wellness
Ivy 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.
Teachers at Ivy are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or Ivy’s curriculum experts.
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 wellness policy, including but not limited to ensuring the involvement of the SWC/SWC.
All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

Community Partnerships
Ivy will continue to develop relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy’s implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement
Ivy will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.
As described in the “Community Involvement, Outreach, and Communications” subsection, Ivy will use electronic mechanisms (such as email or displaying notices on Ivy’s website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.
Staff Wellness and Health Promotion

The SWC, in the form of the School Site Council will have a staff wellness subcommittee that focuses on staff wellness issues, identifies, and disseminates wellness resources, and performs other functions that support staff wellness in coordination with the business office staff. The Director of Food Services shall function as the staff wellness representative.

Ivy will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Ivy promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, Ivy will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help the school staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing school reform or academic improvement plans/efforts.

VII. Glossary:

School Campus - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

Triennial - recurring every three years.

VIII. Appendix A: School Level Contacts

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<td>SWC Coordinator</td>
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<tr>
<td>Joe Herzog</td>
<td>Executive Director</td>
<td><a href="mailto:herzogi@ivyacademia.com">herzogi@ivyacademia.com</a></td>
<td>Executive Director of Food Services</td>
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IX. Appendix B: Non-Discrimination Statement

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, audiotape, 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 the [Filing a Program Discrimination Complaint as a USDA Customer page](#), 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.