Local Wellness Policy: Triennial Assessment

Background Information

An assessment of your school wellness policy must be conducted a minimum of once every three years; however, Local Educational Agencies (LEAs) may assess their policy more frequently if they wish. The results of the assessment must be made available to the public.

Purpose

The information below is offered to summarize the information gathered during your assessment. Members of a School Health Advisory Council (SHAC) who are completing their triennial assessment for their school wellness policy may use this information to update the current Local School Wellness Policy. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy 2) how the wellness policy compares to model wellness policies 3) progress made in attaining the goals of the wellness policy.

Results

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA (Local Education Agency). Many LEAs choose to post the results on their district website. The triennial assessment summary and the assessment details (e.g., WellSAT 3.0 report) must be shared.

Recordkeeping

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

Local Wellness Policy: Triennial Assessment Summary

Section 1: General Information

School(s) included in the assessment: Odem Elementary School, Odem Intermediate School, Odem Junior High School and Odem High School.

Month and year of current assessment: May 2021

Date of last Local Wellness Policy revision: November 22,2016

Website address for the wellness policy and/or information on how the public can access a copy: www.oeisd.org.

Section 2: Wellness Committee Information

How many times per year does your school wellness committee meet? 4 times a year.

Members of the School Health Advisory Council:

Yolanda Carr Superintendent

Lisa Perez District Nurse Co-Chair

Pamela Brewer Parent Co-Chair

Viola Cadena School Nurse

Amy Salinas School Nurse

Janie Luna Food Service Director

Calvin Bowers High School Principal

Erica Tapia JH Principal

Lidamar Yruegas Intermediate Principal

Esmerelda Martinez Elementary Principal

Abigail Martinez Elem/Inter Counselor

Cindy Garcia Junior High School Counselor

Laura Ortiz High School Counselor

Virginia Lopez Community Partner

Kathy Farrow Community Partner

Felicia Espinoza Community Partner

Belinda Morin Community Partner

Miguel Lopez Community Partner

Marcella Gutierrez Community Partner

Jana Shoe Community Partner

Armando Huerta Athletic Director

Jason Pfluger Safety Operations

Christine Alcocer Communities in Schools

Lori Schulze Director of School Improvement and Student Services

Renee Orta Elementary PE Teacher

Section 3. Comparison to Model School Wellness Policies

Complete the WellSAT3.0 assessment tool and keep a copy of the results on file for at least three full school years plus the current year, as it will be reviewed during the next administrative review of your school nutrition program.

1 12 4		1.	1	1.0	
Indicate	model	policy	language	used for	comparison:
mandace	111000	POILE	ממשמוטו	4564161	COTTIPATION

☐ Alliance for a Healthier Generation: Model Policy
WellSAT 3.0 example policy language
□ Other (please specify):

Describe how your wellness policy compares to model wellness policies.

2021 WellSAT 3.0 Score: Comprehension 65 Strength 42

Identify Connections between Policy and Practice

Using the tables below, indicate the language that is currently written in the district local wellness policy in relation to each topic area. Next, assess and discuss whether the district is meeting the goal, partially meeting the goal, or not meeting the goal. Finally, indicate the progress made for each goal and next steps that have been identified.

Section 1. Nutrition Education

Included in the written Policy?

YES <u>X</u>	No	NE1 Includes goals for nutrition education that are designed to promote student wellness.	Meeting Goal: Partially meeting: _X_ Not meeting:
Yes <u>X</u>	No	NE2 Nutrition education teaches skills that are behavior focused, interactive, and/or participatory.	Meeting Goal: Partially meeting: Not meeting:

Yes <u>X</u>	No	NE3 All elementary school students receive sequential and comprehensive nutrition education.	Meeting Goal: Partially meeting: Not meeting:	<u>X</u>
Yes <u>X</u>	No	NE4 All middle school students receive sequential and comprehensive nutrition education.	Meeting Goal: Partially meeting: Not meeting:	X
Yes <u>X</u>	No	NE5 All high school students receive sequential and comprehensive nutrition education.	Meeting Goal: Partially meeting: Not meeting:	<u>X</u>
Yes <u>X</u>	No	NE6 Nutrition education is integrated into other subjects beyond health education.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes	No <u>X</u>	NE7 Links nutrition education with the school food environment.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes	No <u>X</u>	NE8 Nutrition education addresses agriculture and the food system.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>

	Progress:	Next Steps:
Describe progress and next steps.	OEISD is working to integrate nutrition education at all grade levels utilizing information provided by the Food Service Department such as the nutrition information provided monthly on the school menus which are posted online and sent home. Nutrition education is also provided by community partners such as the Texas A&M AgriLife Extension Service and San Patricio County Department of Public Health.	There is currently no written policy that links nutrition education with the food environment or nutrition education addressing agriculture and the food system. The SHAC and administrators will work to adopt policies that will link nutrition education with the food environment and that will address agriculture and the food system and include these elements in the Local School Wellness Policy.

Section 2. Standards for USD and School Meals	A Child Nutrition Programs		
Yes _X_ No	SM1 Assures compliance with USDA nutrition standards for	Meeting Goal:	<u>X</u>
	reimbursable school meals.	Partially meeting:	
		Not meeting:	
Yes <u>X</u> No	SM2 Addresses access to the USDA School Breakfast Program.	Meeting Goal:	<u>X</u>
		Partially meeting:	
		Not meeting:	
Yes No <u>X</u>	SM3 District takes steps to protect the privacy of students	Meeting Goal:	<u>X</u>
	who qualify for free or reduced priced meals.	Partially meeting:	
		Not meeting:	
Yes No <u>X</u> _	SM4 Addresses how to handle feeding children with unpaid	Meeting Goal:	<u>X</u>
	meal balances without stigmatizing them.	Partially meeting:	
		Not meeting:	
Yes No <u>X</u> _	SM5 Specifies how families are provided information about	Meeting Goal:	<u>X</u>

	determining eligibility for free/reduced priced meals.	Partially meeting: Not meeting:
Yes <u>X</u> No	SM6 Specifies strategies to increase participation in school meal programs.	Meeting Goal: Partially meeting: X Not meeting:
Yes <u>X</u> No	SM7 Addresses the amount of "seat time" students have to eat school meals.	Meeting Goal: X Partially meeting: Not meeting:
Yes <u>X</u> No	SM8 Free drinking water is available during meals.	Meeting Goal: X Partially meeting: Not meeting:
Yes No <u>X</u> _	SM9 Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards.	Meeting Goal: X Partially meeting: Not meeting:
Yes No <u>X</u> _	SM10 Addresses purchasing local foods for the school meals program.	Meeting Goal: Partially meeting: Not meeting: X
Describe progress and next steps.	Progress: Although there is currently no written policy that specifies how families are provided information about determining eligibility for free/reduced	Next Steps: The SHAC and district administrators will work to adopt a written policy that defines the district practices already in place which address The Standards for

priced meals; addresses how to handle feeding children with unpaid meal balances without stigmatizing them; or addresses how the district will take steps to protect the privacy of students who qualify for free or reduced priced meals. The Food Service Department currently addresses these issues in practice. Also, there is no policy in place that ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards, but all food service personnel receive hiring and annual continuing education/training required by the USDA's Professional Standards for Child Nutrition Professionals	USDA Child Nutrition Programs and School Meals regulations.
--	---

Section 3. Nutrition Standards for Competitive and Other Foods and Beverages				
Yes X		NS1 Addresses compliance with USDA nutrition standards (commonly referred to as Smart Snacks) for all food and beverages sold to students during the school day.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes X	No	NS2 USDA Smart Snack standards are easily accessed in the policy.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes <u>X</u>	No	NS3 Regulates food and beverages sold in a la carte.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes <u>X</u>	No	NS4 Regulates food and beverages sold in vending machines.	Meeting Goal: Partially meeting:	_X

		Not meeting:
Yes <u>X</u> No	NS5 Regulates food and beverages sold in school stores.	Meeting Goal: X Partially meeting: Not meeting:
Yes <u>X</u> No	NS6 Addresses fundraising with food to be consumed during the school day.	Meeting Goal: X Partially meeting: Not meeting:
Yes <u>X</u> No	NS7 Exemptions for infrequent school-sponsored fundraisers.	Meeting Goal: Partially meeting: Not meeting: X
Yes No <u>X</u> _	NS8 Addresses foods and beverages containing caffeine at the high school level.	Meeting Goal: X Partially meeting: Not meeting:
Yes No <u>X</u>	NS9 Regulates food and beverages served at class parties and other school celebrations in elementary schools.	Meeting Goal: Partially meeting: Not meeting: X
Yes No <u>X</u> _	NS10 Addresses nutrition standards for all foods and beverages served to students after the school day, including, before/after care on school	Meeting Goal: X Partially meeting: Not meeting:

	grounds, clubs, and after school	
	programming.	
Yes No <u>X</u> _	NS11 Addresses nutrition standards for all foods and	Meeting Goal: X
	beverages sold to students after the school day, including	Partially meeting:
	before/after care on school grounds, clubs, and after school programming.	Not meeting:
Yes No <u>X</u> _	NS12 Addresses food not being used as a reward.	Meeting Goal: X
		Partially meeting:
		Not meeting:
Yes <u>X</u> No	NS13 Addresses availability of free drinking water throughout	Meeting Goal: X
	the school day.	Partially meeting:
		Not meeting:
	Progress:	Next Steps:
Describe progress and next steps.	There is currently no policy in place to regulate food and beverages served at class parties and other celebrations in elementary schools. The district will comply with state law, which allows a parent or grandparents to provide a food product of his or her choice to classmates of the person's child or grandchild on the occasion of the student's birthday or to children at a school-function.	SHAC will review the current policy and state regulations in order to update the LSWP to reflect federal guidelines.

Section 4.	Physical Education	n and Physical Activity		
Yes X	No	PEPA1 There is a written physical education curriculum for grades K-12.	Meeting Goal: Partially meeting: Not meeting:	
Yes X	No	PEPA2 The written physical education curriculum for each grade is aligned with national and/or state physical education standards.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes X	No	PEPA3 Physical education promotes a physically active lifestyle.	Meeting Goal: Partially meeting: Not meeting:	<u>X</u>
Yes X	No	PEPA4 Addresses time per week of physical education instruction for all elementary school students.	Meeting Goal: Partially meeting: Not meeting:	X
Yes X	No	PEPA5 Addresses time per week of physical education instruction for all middle school students.	Meeting Goal: Partially meeting: Not meeting:	<u>X</u>
Yes X	No	PEPA6 Addresses time per week of physical education instruction for all high school students.	Meeting Goal: Partially meeting: Not meeting:	

Yes	No <u>X</u>	PEPA7 Addresses qualifications for physical education teachers for grades K-12.	Meeting Goal: Partially meeting: Not meeting:	X
Yes	No <u>X</u>	PEPA8 Addresses providing physical education training for physical education teachers.	Meeting Goal: Partially meeting: Not meeting:	x
Yes	No <u>X</u>	PEPA9 Addresses physical education exemption requirements for all students.	Meeting Goal: Partially meeting: Not meeting:	_X
Yes X	No	PEPA10 Addresses physical education substitution for all students.	Meeting Goal: Partially meeting: Not meeting:	
Yes X	No	PEPA11 Addresses family and community engagement in physical activity opportunities at all schools.	Meeting Goal: Partially meeting: Not meeting:	<u>x</u>
Yes X	No	PEPA12 Addresses before and after school physical activity for all students including clubs, intramural, interscholastic opportunities.	Meeting Goal: Partially meeting: Not meeting:	X
Yes X	No	PEPA13 Addresses recess for all elementary school students.	Meeting Goal: Partially meeting:	<u>X</u>

		Not meeting:
Yes No <u>X</u> _	PEPA14 Addresses physical activity breaks during school.	Meeting Goal: Partially meeting: Not meeting: X
Yes No <u>X</u> _	PEPA15 Joint or shared-use agreements for physical activity participation at all schools.	Meeting Goal: X Partially meeting: Not meeting:
Yes No <u>X</u> _	PEPA 16 District addresses active transport (Safe Routes to School) for all K-12 students who live within walkable/bikeable distance.	Meeting Goal: Partially meeting: _X_ Not meeting:
Describe progress and next	Progress:	Next Steps:
steps.	Physical education and physical activity are offered to all elementary and middle school students through the "Catch" Coordinated School Health Program.	The SHAC will enquire if there are any clubs or organizations which would like to offer intramural sports or before or after school physical activities for High School students.

Section 5. Wellness Promotion and Marketing		
Yes No <u>X</u> _	WPM1 Encourages staff to model healthy eating and physical activity behaviors.	Meeting Goal: Partially meeting: X
		Not meeting:
Yes <u>X</u> No	WPM2 Addresses strategies to support employee wellness.	Meeting Goal: X

		Partially meeting:
		Not meeting:
Yes No <u>X</u> _	WPM3 Addresses using physical activity as a reward.	Meeting Goal:
		Partially meeting: X
		Not meeting:
Yes No <u>X</u> _	WPM4 Addresses physical	Meeting Goal: X
	activity not being used as a punishment.	Partially meeting:
		Not meeting:
Yes No <u>X</u> _	WPM5 Addresses physical activity not being withheld as a	Meeting Goal: X
	punishment.	Partially meeting:
		Not meeting:
Yes <u>X</u> No	WPM6 Specifies marketing to promote healthy food and	Meeting Goal: X
	beverage choices.	Partially meeting:
		Not meeting:
Yes <u>X</u> No	WPM7 Restricts marketing on the school campus during the	Meeting Goal:
	school day to only those foods and beverages that meet Smart	Partially meeting:
	Snacks standards.	Not meeting: X
Yes <u>X</u> No	WPM8 Specifically addresses marketing on school property	Meeting Goal:
	and equipment (e.g., signs, scoreboards, sports equipment).	Partially meeting:

		Not meeting: X
Yes No <u>X</u> _	WPM9 Specifically addresses marketing on educational materials (e.g., curricula, textbooks, or other printed or electronic educational materials).	Meeting Goal: X Partially meeting: Not meeting:
Yes <u>X</u> No	WPM10 Specifically addresses marketing where food is purchased (e.g., exteriors of vending machines, food and beverage cups and containers, food display racks, coolers, trash and recycling containers).	Meeting Goal: X Partially meeting: Not meeting:
Yes No <u>X</u> _	WPM11 Specifically addresses marketing in school publications and media (e.g., advertisements in school publications, school radio stations, in-school television, computer screen savers, school-sponsored Internet sites, and announcements on the public announcement (PA) system).	Meeting Goal: _X Partially meeting: Not meeting:
Yes No <u>X</u> _	WPM12 Specifically addresses marketing through fundraisers and corporate-incentive programs (e.g., fundraising programs that encourage students and their families to sell, purchase, or consume products and corporate incentive programs that provide funds to schools in exchange for proof of purchases of company products, such as Box Tops for Education).	Meeting Goal: Partially meeting: Not meeting:X
Describe progress and next steps.	Progress: The district uses the Smart Snack standards for competitive foods and has information on file using the Smart Snacks calculator, nutrition facts labels, and ingredient labels.	Next Steps: The district is working to achieve marketing on the school campuses that will be limited to those products that are consistent with Smart Snacks nutrition standards and will be reviewing the renewal of sponsorship agreements as they occur.

Yes X	No	IEC1 Addresses the establishment	Meeting Goal:	_X
		of an ongoing district wellness		
		committee.	Partially meeting:	
			Not meeting:	
Yes X	No	IEC2 Addresses how all relevant stakeholders (parents, students,	Meeting Goal:	_X_
		representatives of the school food authority, teachers of physical	Partially meeting:	
		education, school health professionals, the school board, school administrator, and the general public) will participate in the development, implementation, and periodic review and update of the local wellness policy.	Not meeting:	
Yes <u>X</u>	No	IEC3 Identifies the officials responsible for the implementation and compliance of the local wellness policy.	Meeting Goal: Partially meeting:	_X
		, ,	Not meeting:	
Yes <u>X</u>	No	IEC4 Addresses making the wellness policy available to the	Meeting Goal:	X
		public.	Partially meeting:	
			Not meeting:	
Yes X	No	IEC5 Addresses the assessment of district implementation of the	Meeting Goal:	X
		local wellness policy at least once every three years.	Partially meeting:	
			Not meeting:	

Yes <u>X</u> No	IEC6 Triennial assessment results will be made available to the public and will include:	Meeting Goal:X_ Partially meeting: Not meeting:	
Yes _X No	IEC7 Addresses a plan for updating policy based on results of the triennial assessment.	Meeting Goal: Partially meeting:X Not meeting:	
Yes <u>X</u> No	IEC8 Addresses the establishment of an ongoing school building level wellness committee.	Meeting Goal:X_ Partially meeting: Not meeting:	
	Progress:	Next Steps:	
Describe progress and next steps.	The SHAC has completed the Local School Wellness Policy Triennial Assessment.	The SHAC will review all sections of the Triennial assessment to create a plan to update the current Local School Wellness Policy and make changes to the Wellness Plan accordingly. Any changes to the Wellness Policy will be brought before the School Board for approval.	

Overall District Policy Score	
WellSAT 3.0 Total Comprehensiveness Score:	District Score 65
WellSAT 3.0 Total Strength Score:	District Score 42

Summary of Findings

Section 1: Strong Policies and Aligned Practices.

The Odem-Edroy Independent School District is fully in compliance with all the requirements that regulate school meals and competitive foods. Our district assures that all Elementary students receive sequential and comprehensive nutrition education. We are also in compliance with all Federal requirements that regulate reimbursable school meals and require free drinking water is available during meals for all students. We participate in the USDA School Breakfast and Lunch Program. The district also requires meal periods to include at least 10 minutes of "seat time" for breakfast and at least 20 minutes of "seat time" for lunch. All foods and beverages sold to students during the school day; including any fundraisers which include food are following USDA nutrition standards (commonly referred to as smart snacks). Vending machines are no longer accessible to students. There are no school stores allowed in the district. Our school district is fully in compliance with Texas Physical Activity Requirements which mandate 135 minutes (about 2 and a half hours) of physical activity per week for K to 5th grade students and 225 minutes (about 4 hours) per two week increments for at least 4 semesters. Our district has programs in place that help support employee wellness such as offering routine vaccines like the flu, COVID-19, Hep B, and pneumonia. We also team up with the Texas Agri-life extension center and offer the step up to scale down nutrition program which is 12-week online weight loss and wellness program. It promotes healthy weight loss and lifestyle habits based on USDA guidelines and scientific research to promote health and reduce your risk for chronic disease. The district identifies the Superintendent as the official responsible for the overall implementation of FFA(Local) including the development of the wellness plan and any other appropriate administrative procedures and ensuring that each campus complies with the policy and plan. Each campus principal is responsible for the implementation of this wellness plan at his or her campus. Annually, the district updates its wellness page to include a copy of the wellness policy, a copy of the wellness plan and any updated revisions, notice of board revisions to the policy, notice of any SHAC meeting at which the wellness policy or corresponding documents are scheduled to be discussed, and the SHAC's triennial assessment.

Section 2: Create Practice Implementation Plan

The Odem-Edroy Independent School District will create practice implementation plans to ensure full compliance with all elements of the LSWP wherever possible. Regarding Nutrition Education this will be achieved by ensuring that all physical education teachers are trained and following the "CATCH" Coordinated School Health Program. This ensures that all grade levels receive sequential and comprehensive nutrition education that is behavior focused, interactive, and /or participatory. As well as designed to promote student wellness. Regarding Nutrition Standards for Competitive and Other Foods and Beverages, OEISD will follow Texas state rules adopted by the Texas Department of Agriculture which allows and exemption to the Smart Snacks requirement for up to six days per year per campus. The SHAC will meet yearly to discuss and update the wellness plan to include these exemptions if campus administrators choose to include them. To ensure compliance with Physical Education and Physical Activity elements of the Local School Wellness Policy, our district will strive to establish a periodic review of the written physical education curriculum congruent to other academic subjects for K-12th grades. The district will ensure that all Elementary School students receive between 135 to 150

minutes (about 2 and a half hours)/week of physical education instruction throughout the school year. The SHAC will enquire if there are any clubs or organizations which would like to offer before or after school physical activities and or intramural sport activities for High School students. The district is working to achieve marketing on the school campus that will be limited to those products that are consistent with Smart Snacks nutrition standards and will be reviewing the renewal of sponsorship agreements as they occur. Every three years after completion of the Triennial assessment the Wellness Policy will be updated accordingly.

Section 3: Update Policies

The Odem-Edroy Independent School District will update the Local School Wellness Policy to include all federally required items and other practices that are being implemented but that currently is not written in the policy. Regarding the practices in place for standards for USDA Child Nutrition Programs and School Meals, this will be achieved by including the proper policy language to describe how the district ensures that children who are receiving free/reduced meals cannot be identified, addresses how to handle feeding children with unpaid meal balances without stigmatizing them, and specifies how families are provided information about determining eligibility for free/reduced meals. The policy also must be updated to include how the district ensures that annual training for food and nutrition services staff is provided in accordance with USDA Professional Standards. The frequency and amount of training must be stated. To ensure compliance with Nutrition Standards for Competitive and Other Foods and Beverages the written policy will be updated to include standards that regulate foods and beverages containing caffeine at the High School level, addresses nutrition standards for all foods and beverages served to students after the school day, on school grounds, including before/after care, addresses nutrition standards for all foods and beverages sold to students after the school day, and addresses food not being used as a reward. In regard to Physical Education and Physical Activity, the district will update the policy to include how many days per week recess is offered, which grade levels, and how long the recess period is when it is offered. It will also include in the written policy how the district has developed joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members. The district is working to achieve marketing on the school campuses that will be limited to those products that are consistent with Smart Snacks nutrition standards and will be reviewing the renewal of sponsorship agreements as they occur and will update the Local School Wellness Policy as needed. In review of the current Local School Wellness Policy the SHAC found that the language used to address how relevant stakeholders (parents, students, representative of the school authority, teachers, school health professionals, the school board, school administrators, and the general public) will participate in the development, implementation, and periodic review of the local wellness policy, is very general and must be updated to describe how the district plans to actively recruit some or all of those individuals which are federally required to be represented.

Section 4: Opportunities for Growth

The Odem-Edroy Independent School District has identified areas in the Local School Wellness Policy where the district has not addressed a topic in the policy or practice or has only addressed the topic in a limited way. The district must update the policy to include how nutrition education addresses agriculture and the food system and how nutrition education is linked with the school environment. The SHAC can enquire if a campus would like to start a garden club, visit a local farm, and see where foods are grown, coordinate with the school Food Service Director to see if the cafeteria can be used as a learning lab. The district must also update the policy to reflect how the Food Services Department purchases local foods for the school meals program as this policy is already being implemented districtwide. The language in the Wellness Policy that regulates food and beverages served at class parties and other school celebrations in elementary schools is less restrictive than federal regulations as Texas State guidelines allows a parent or grandparents to provide a food product of his or her choice to classmates of the person's child or grandchild on the occasion of the student's birthday or to children at a school-function. SHAC will review the current policy and state regulations in order to update the LSWP to reflect federal guidelines if necessary.

Include any additional notes, if necessary:

The Odem Edroy Independent School District is committed to preventing obesity, cardiovascular disease, and type 2 diabetes in elementary, intermediate, junior high, and high school students and to improve health and academic achievement. The Local School Wellness Policy (wellness policy) is a written document that guides school district's efforts to create supportive school nutrition and physical activity environments in support of that commitment. The school district continues to monitor its progress in achieving our goals through the School Health Advisory Council and will continue to strive for ultimate health and wellness throughout the school district.

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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.

USDA is an equal opportunity provider, employer, and lender.

12/28/2011