

# The Lunch Line

A newsletter of  
Bureau of Nutrition & Health Services  
Iowa Department of Education  
400 E 14th St, Des Moines, IA 50319

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## The New Review Process: Collaborating to Achieve Accountability

The word 'collaborate' is defined as working together, joining forces, teaming up, working in partnership, pooling resources, and cooperating with each other. If we were to share job descriptions of child nutrition professionals throughout the state, we would find these phrases. As we think about the work that each person does in managing, completing daily tasks, serving children, preparing foods and cleaning up, the concept of collaboration is a 'no brainer'. Not one foodservice operation can feed hundreds of children without the skills and able hands of a few or more than a few.

Implementing the new State Agency review process that became law as part of the Healthy, Hunger-Free Kids Act will involve collaboration on a new level. The new process is intended to underscore the importance of ensuring all aspects of the review process are meaningful and address program requirements. The scope of the review process has been expanded to include areas of program responsibilities that typically fall to entities outside of school food service.

In Iowa, as part of the Coordinated Review Effort (CRE) of the past, State Agency consultants have examined the school district's efforts involved with free and reduced price benefit issuance, general financial accountability, procurement, healthy school environment issues and Local Wellness Policy implementation. We are not totally unfamiliar with visiting the Superintendent, Business Manager or School Nurse's offices as well as the Foodservice Department. This was not always true in every state, and the new review process clarifies the State Agency role in obtaining information from all departments, offices, or personnel who have responsibilities in managing the school nutrition programs.

For example, in the new review process, the Resource Management section includes questions about the maintenance of the nonprofit school food service account, the use of the paid lunch equity tool, revenue from non-program foods, any indirect cost allocation levied on the school food service account and other areas that the Business Manager or Business Office will answer.

With regard to the Local Wellness Policy, the new review process requires a copy to be sent to the State Agency consultant conducting the review, and more in-depth questions will be asked at the time of the review. This could involve the School Nurse or other person named as responsible for implementation of the policy at the local level. (Con't on Page 2)

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### **New Review Process** (Continued from Page 1)

Also new in this comprehensive review process is the method of conducting and gathering information. The review will begin with completing an off-site questionnaire within the CNP2000 program. The local School Food Authority (SFA) will be asked to provide information that is later verified while on-site. As indicated above with the financial and wellness policy areas, this will involve a wider range of persons within the school district or school system. While the local SFA has the opportunity to answer questions, the State Agency consultant will assist to clarify any areas where there is confusion about what is being requested.

More information will be recorded in the CNP2000 review process than in the past, and more technical assistance efforts will be documented. This should greatly enhance the State Agency efforts at providing answers to questions and gathering knowledge about areas that local SFA's are most struggling with. Which, in the long run, means that more collaboration will happen!

### **Food Service Management Contracts and the New Administrative Review**

Schools that operate their child nutrition programs through a Food Service Management Company, FSMC, should be aware that it affects their Administrative Review.

First, simply employing a FSMC is a risk indicator on the Resource Management Risk Assessment Tool. If there are three risk indicators, then the SFA will receive a comprehensive review of their school food service finances. There is a good reason why employing a FSMC is considered a risk to the food service finances. SFAs are required to monitor the finances to ensure that the contract agreement is upheld, but that often does not happen.

Second, other questions concerning compliance will be reviewed, such as conducting reconciliation of USDA Foods, maintaining the required advisory board, review of on-site monitoring, etc.

The bottom line is—responsibility for compliance of all child nutrition program rules and regulations lies with the SFA, not with the FSMC.



### **FSMC Procurement Timeline**

If your district is considering procuring the services of a Food Service Management Company, FSMC, to operate child nutrition programs, the process should already have begun. From the beginning of the school year, research into, and a discussion of, the pros and cons should take place. The state prototype RFP/contract must be submitted for review in January, the reviewed RFP is advertised in February-March with a pre-proposal conference in mid-February. In April, schools would receive the proposals and select the awardee based on established criteria. The contract must be submitted for final state review with the contract signing occurring in May or June. FSMC contracts run from July 1 through June 30 each year, and the contract may be renewed for up to four additional years.

## School Meal Parent Campaign

Iowa Team Nutrition and the University of Iowa partnered to develop a campaign for schools to communicate with parents about school meals, mobilize them to maximize their role modeling potential, and provide resources to develop healthy habits at home.

To develop the campaign an on-line survey of over 2,000 Iowa parents was completed.

To read the report, visit: <http://ppc.uiowa.edu/health/study/iowa-parent-school-lunch-survey-report-released>

In August school districts were mailed posters and flyers as a part of the campaign. If you would like additional printed copies to send home as backpack stuffers, please contact Carrie at [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov).



Additional resources, including information on busting school lunch myths, healthy school snacks and celebrations, elementary lessons and activity sheets, how to run a taste test, and frequently asked questions about school meals, visit: <http://schoolmeals.educateiowa.gov>.

To take the campaign one step further, Iowa Team Nutrition is partnering with the Academy of Nutrition and Dietetics Foundation to provide 20 Iowa school districts with *Empowered Parents for School Wellness* workshops. The free 90 minute interactive workshop will be led by a registered dietitian and will be tailored with your school's input to emphasize the points most crucial to your district.

To apply to have this workshop at your district contact Patti Delger at [patti.delger@iowa.gov](mailto:patti.delger@iowa.gov) for an application. **The applications are due November 27, 2013.**



## NEW Iowa Gold Star Menus and Recipes



The **Iowa Gold Star Lunch Menu and Recipes** have been revised to meet the new NSLP meal pattern and are available to incorporate fully or partially into your school meals program. The menu meets the K-8 grade group meal pattern with 550-650 calories, 8-9 oz. eq. grains, and 9-10 oz. eq. meat/meat alternates daily. The menu includes flexibilities in the meat/meat alternate and grain maximums. It meets the Gold criteria for HealthierUS School Challenge and offers healthy USDA Foods.

The **Iowa Gold Star Breakfast Menu** consists of a 2-week cycle menu and 1 week Grab 'n Go breakfast menu that meet the 2013-2014 breakfast meal pattern with flexibilities.

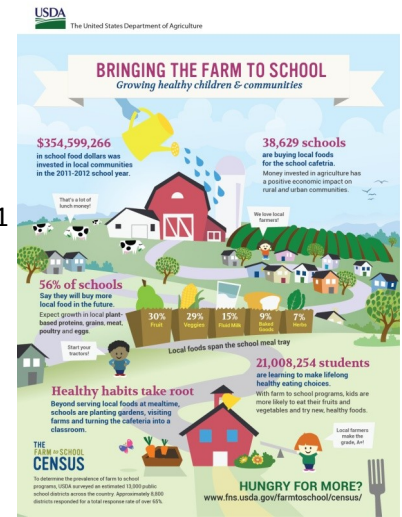
The menus, lunch recipes, Nutrikids nutritional analysis, menu contribution components, and weekly certification worksheets are available at <https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/iowa-gold-star-cycle-menus>.

## Farm to School Census Data

USDA's Farm to School Program is part of the Healthy, Hunger-Free Kids Act. The act authorized USDA to assist eligible entities, through grants and technical assistance, to improve access to local foods in schools.

Results are now in for USDA's first-ever Farm to School Census, in school year 2011-2012. According to the census, schools participating in farm to school activities purchased and served over \$350 million in local food, with more than half of participating schools planning to purchase even more local foods in future school years.

Information on responses, including responses from individual states and even individual school districts, can be found at <http://www.fns.usda.gov/farmtoschool/census/>.



## 59 Iowa HealthierUS School Challenge Schools

Currently Iowa has fifty-nine (59) HealthierUS School Challenge (HUSSC) Award winning schools! The most current 18 schools to win a HUSSC Award are:

- Sacred Heart School – Silver
- Waverly-Shell Rock Middle School – Bronze
- Anson Elementary School – Marshalltown Community School District (Gold)
- Brubaker Elementary, Garton Elementary, Hillis Elementary, Jefferson Elementary, Lovejoy Elementary, Monroe Elementary, Stowe Elementary, Studebaker Elementary, Windsor Elementary, and Wright Elementary Schools – Des Moines Public Schools (Silver)
- Prairie Creek Intermediate, Prairie Crest Elementary, Prairie Heights Elementary, Prairie Ridge Elementary, and Prairie View Elementary Schools – College Community Schools (Silver)



Thirty additional Iowa schools are working on the HUSSC application this school year. The HUSSC award recognizes schools for their nutrition and physical activity of excellence environments. For a complete list of Iowa HUSSC schools go to <http://teamnutrition.usda.gov/HealthierUS/iowa.html>.

Contact Patti Delger at [patti.delger@iowa.gov](mailto:patti.delger@iowa.gov) or Carrie Scheidel at [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov) for technical assistance with HUSSC application, a menu review, or to request a school visit to promote HUSSC.



## Iowa School Breakfast Challenge

During the 2012-2013 school year the Iowa Department of Education partnered with the Midwest Dairy to hold an Iowa School Breakfast Challenge. Schools that increased the number of breakfasts served per child enrolled by the greatest percentages received a monetary award from the Midwest Dairy Council. Below are the winners and their keys to success!!

	Tier 1 (< 350 students)	Tier 2 (350-899 students)	Tier 3 (900-3,999)	Tier 4 (4,000 +)
Gold \$4,000	<b>East Greene CSD</b> <b>100% increase</b>	<b>Regis Middle School</b> <b>114% increase</b>	<b>Shenandoah CSD</b> <b>28% increase</b>	<b>Des Moines CSD</b> <b>32% increase</b>
Keys to Success	They promote their breakfast program throughout the school, website, and on the radio. They have the reputation for the “best toast in the county!” and really work on building relationships with students and invite and encourage them to eat breakfast with them.	They promote breakfast choices by posting signs, making announcements during the lunch hour and including information in parent newsletters. They also offer special breakfast items that are not normally on the menu including fruit parfaits, whole grain bagels and low fat hot chocolate.	They promote the breakfast program through bulletin boards, posters, and the school website. During morning announcements they share what is for breakfast the next day and they are thankful for the front line nutrition staff for the service, communication and understanding they have with the students.	They have implemented breakfast in the classroom in twelve elementary schools and three middle schools. Since the implementation of the program attendance has gone up and tardiness has gone down.
Silver \$2,500	<b>St. Theresa’s</b> <b>77% increase</b>	<b>St. Francis Xavier,</b> <b>(Dyersville) 55%</b>	<b>Carroll CSD</b> <b>27% increase</b>	<b>Marshalltown CSD</b> <b>26% increase</b>
Keys to Success	They tailored some of the breakfast items based on feedback received from students.	They promote the breakfast program through posters and newsletters to parents.	They started having three choices available instead of just one or two and one of them is a hot menu item.	They have implemented breakfast in the classroom in all of their elementary buildings.

## Diet Modifications for Food Allergies and Intolerances

The Bureau frequently gets questions about diet modifications for students. The “Diet Modification Request for Foods Served through the Child Nutrition Program” form is a good place to start to get information about a student’s allergies, intolerances, and needs.

Federal regulations require substitutions in school meals for children who are considered to have a disability which restricts their diet when supported by a statement signed by a licensed physician (in Iowa this includes: M.D., D.O., or Chiropractor). The form needs to be filled out completely by the physician.

Basically the front page of the form is divided into two halves –the upper half for YES - there is a disability and the lower half for NO - it is not a disability. Schools MUST make accommodations for students considered to have a disability and a school, at its discretion, MAY make menu substitutions with a signed statement from a medical authority for a student who is not considered disabled, but is unable to consume food items because of food intolerances or allergies. [Click here for diet modification form](#) (Con’t on Page 6)



### **Diet Modifications for Food Allergies and Intolerances** (Con't from Page 5)

The back of the form provides checklists for some common allergens with various ways they are found in foods. This can be helpful to know, for example, whether a student cannot consume fluid milk, but can have cheese on pizza.

At the bottom of the back page is an area for a parent to request a milk substitution only (not fruit, vegetable, meat, grain). The school has the option to provide or not provide nutrient equal milk substitutions for non-disability reasons. If the school decides to meet the parent request, the product served must meet the nutrition profile outlined by USDA and the product provided from the list of those that meet the nutrition profile is the choice of the district. In other words, the parent cannot say "I don't want my child to have milk to drink, serve him juice." ([click here for milk substitution chart](#))

While the use of this form is highly recommended, it is not required. If the form is not used, a signed physician's statement must identify the same criteria as the form: 1) the child's disability; 2) an explanation of why the disability restricts the child's diet; 3) the major life activity affected by the disability; and 4) the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

We encourage you to continue to work with families to meet the needs of students with food allergies and intolerances. As always, thank you for all you do to feed students safely and well.

### **USDA Foods**

**Save the date for the USDA Foods Show on Tuesday, February 4, 2014 at Prairie Meadows in**

**Altoona.** The show will feature Vendors who participate in the NOI program, and will give you the opportunity to sample qualifying products before allocating your NOI pounds. For more information, contact Jill Stuecker at [jill.stuecker@iowa.gov](mailto:jill.stuecker@iowa.gov) or Sarah White at [sarah.white@iowa.gov](mailto:sarah.white@iowa.gov) for more information.

Are you interested in participating in the DoD Program for School Year 2014-15? Enrollment into the program, for the next school year, will happen in December. Look for an email from Jill Stuecker regarding this process.

### **Revenue from Nonprogram Foods**

On October 25, 2013, an email concerning Revenue from Nonprogram Foods was sent to the Authorized Representative and Food Service Directors. Questions have been raised on how to handle the USDA Foods. We have requested additional guidance on this and will send an email when we have received a response. Until that time, continue with the process of identifying the program food costs. Please contact Patti Harding at [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov) or call 515-281-4754 or your area consultant if you desire assistance or have questions.

## Summer Food Service Program

Summer Food Service Program sponsors did a fantastic job this past summer filling the nutrition gap that occurs when schools dismiss. Iowa sponsors served more children than ever before! A total of 834,037 meals were served during the summer of 2013 (breakfast, lunch, supper, and snack), which is an increase of more than 85,000 meals from the previous summer.

The Food Research and Action Center (FRAC) has developed a step-by-step guide to successfully prepare, promote, and execute the Summer Food Service Program. You can check out the Implementation Calendar and Guide at <http://frac.org>, under Federal Food/Nutrition Programs – Summer Nutrition Programs.

This guide will walk you through evaluating last summer, setting goals for next summer, setting the stage for success, conducting outreach, and much more.

To participate during the summer of 2014, contact Stephanie Dross at [stephanie.dross@iowa.gov](mailto:stephanie.dross@iowa.gov) or call 515-281-4760.



This program introduces children to a wide variety of fresh fruits & vegetables with the goal of increasing children's overall consumption of fruits & vegetables. This school year the \$2.4 million FFVP grant will reach more than 46,300 children in 121 Iowa schools.

All schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables. Here are some things that Iowa schools are doing to publicize their programs:

- » Posting a FFVP banner or posters in prominent places, like the school entrance
- » Including fruit and vegetable facts in the daily announcements
- » Including photos & facts on the information scroll on TVs mounted in the building
- » Posting a FFVP menu within the school and on the district website
- » Posting pictures and comments about the FFVP snack service on Facebook
- » Via Tweets on Twitter
- » Conducting interviews on local radio and TV stations
- » Partnering with local grocery stores to showcase featured fresh fruits & vegetables
- » Including articles in the school/district newsletters and the local paper
- » Posting fruit & vegetable fact sheets in the cafeteria and hallways



Did you ever stop to taste a carrot? Not just eat it, but taste it? You can't taste the beauty and energy of the earth in a Twinkie.

~Terri Guillemets

## The Carrot Patch

Whether it is the cooling temperatures adding some urgency to our walk into work, the multiple holiday celebrations, or the anticipation of what a new year will bring, late fall brings its own energy to the table.

We get caught up in a whirlwind!

I think it allows us to appreciate the quieter times of winter. Winter is a good time for reflection and goal setting. Take a cup of tea, coffee, or hot chocolate, and mull over the last year. Appreciate any of the following highlights that apply and pat yourself on the back:

Let's start with the basics – were you a part of serving Breakfast and/or Lunch every school day? Some days it seemed like an impossible task, but you demonstrated the dependability that students count on.

Did you provide one, ten, or hundreds of students the opportunity or encouragement to try a new fruit, vegetable, or recipe? Expanding their knowledge of foods!

Did you learn something new about school meals this year through in-service, workshops, reading newsletters, etc.? Apply it to your work setting?

Did you implement the new meal pattern? Start or complete the meal pattern certification process? And for the lucky 86 randomly chosen - the validation review?

Wow – did some good images come to mind? Develop a “highlight reel” that you can play in your head when it seems impossible. Some examples of things in my reel are the satisfied smile of a kindergarten girl as she mastered opening her milk carton, students rapping about kale (yes, the vegetable), beautiful school gardens, the energy and creative spirit of school food service staff I've seen at every turn, and it goes on.....

Next grab another cup and think about what you want to accomplish in the next 12 months? Large or small, set a goal and away we go!

Thanks for your service to the students of Iowa! Happy New Year!

*Ann*

### BE ON THE LOOKOUT FOR IOWA CNP PORTAL TRAINING!



The Iowa Department of Education has begun the process of rolling out the new Iowa Education Portal. The portal is intended to provide one common location for Department of Education applications, serving as a “one stop shop” and providing one common login and security shared by many applications.

As part of this rollout, the CNP2000 will be replaced with IowaCNP. Next Spring when the new platform is in place and tested, our Bureau will conduct a webinar training for all of our school food authorities. Be sure to keep an eye out for the webinar!



## Ask "IT"



### What are Internet Browsers? And which one do you use?

Microsoft's Internet Explorer 10.0! Chrome 30.0! Firefox 25.0! Opera 12! Safari 6!

Internet browsers are software applications created by companies to read, interpret and display web pages from the World Wide Web (www) on your personal computer. All the end user has to do (normally) is double-click on the icon browser of choice (see Example A) and enter the Internet.

Choosing which browser depends on the office/schools. If you have a technology department, they will have recommendations for browser usage. Otherwise, you have your choice of multiple Internet Browsers.

However, in order to work the Nutrition Programs on-line application, CNP2000, it is recommended the end users choose Internet Explorer.

If you are currently using another browser to access the CNP2000 and having difficulties, contact your technology department or suitable representative to allow you access to Internet Explorer (see Example A).

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter or both. Please send your questions to [ellen.miller@iowa.gov](mailto:ellen.miller@iowa.gov).



Example A

## 2013-2014 Verification Collection Report

Verification is the confirmation of eligibility for free and reduced price meals under the National School Lunch Program and the School Breakfast Program. The district/school/RCCI is confirming the income a household reported on the Iowa Eligibility Application or a Food Assistance Program or Family Investment Program (FIP) case number reported on the Iowa Eligibility Application.

Verification is to be completed by School Food Authorities (SFAs) participating in the National School Lunch Program. Residential Child Care Institutions that **have day students** must complete verification on applications submitted by day students. Residential Child Care Institutions that **do not have day students** and schools participating only in the Special Milk Program **are exempt from the verification process** but new in FY14, RCCIs are required to complete the Verification Collection Report.

### **NEW for FY14: Verification Collection Report**

USDA developed a new reporting form to collect information related to the verification process. They are now requiring the district/school/RCCI report in greater detail.

- All SFAs that operate the School Breakfast Program or National School Lunch Program must complete the Verification Collection Report on the CNP2000 system.
- The number of applications verified for cause will be reported on the Verification Collection Report.
- RCCIs that are exempt from the verification process and SFAs that didn't have any free or reduced price applications on file October 1 to verify, must complete the new Verification Collection Report indicating no verification was performed.

**There will be a webinar on the Verification Collection Report in late November or early December. The Authorized Representative and Food Service Director will be notified when the webinar is scheduled.**

**2013-2014 Verification Collection Report** (Con't from Page 9)

Most of the information USDA is requesting on the new report is the same as in the past but the manner in which it is reported is different. Two of the main changes are how the SFAs report the students eligible for free and reduced price meals. The district/school/RCCIs will now report the following categories:

**For students approved as Free eligible but NOT subject to verification:**

1. **“Students directly certified through Supplemental Nutrition Assistance Program (SNAP)” (in Iowa it is called the Food Assistance Program):** Do **not** include students certified with **SNAP/Food Assistance Program** through the letter method. Do not include students Directly Certified via Family Investment Program (FIP) or foster children Directly Certified.
2. **“Students directly certified through other programs:”** Include those directly certified through Temporary Assistance for Needy Families (**TANF**); **in Iowa this is the Family Investment Program (FIP)**, Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant, but approved by local officials. **DO NOT include Food Assistance Program students already in above category.**
3. **“Students certified categorically FREE eligible through SNAP/Food Assistance Program” (in Iowa letter method).** Include students certified for free meals through the family providing a letter from the **Food Assistance Program** agency.

**For students approved as Free or Reduced Price eligible through a household application. SFAs will continue to report the number of applications as of October 1 and the number of students as of October 31:**

1. **“Approved as categorically FREE Eligible”:** Based on those providing documentation (e.g., a case number for Food Assistance/SNAP, FIP, FDPIR on an application)
2. **“Approved as FREE eligible”:** Based on household size and income information.
3. **“Approved as REDUCED PRICE eligible”:** Based on household size and income information.

**DUE DATES FOR SCHOOL YEAR 2013-2014**

- November 15, 2013:** Verification activities must be completed. Verification of an individual application is complete when a household’s eligibility is verified, or changed to a higher benefit level, or a letter of adverse action has been sent informing the household those benefits will be reduced or terminated.
- December, 2013\*:** The new Verification Collection Report will be available early December on the CNP 2000 system. \*May be earlier if new report is available.
- January 31, 2014:** Verification Collection Report must be completed on the CNP 2000 system. The December and subsequent claims for reimbursement will be held if the Verification Collection Report is not completed on the CNP 2000 system by this date.

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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

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