

# Bridges Preparatory Academy **Wellness Policy**

SY 2022 - 2025

This Local Wellness Policy (LWP) outlines the LEA's approach to ensuring environments opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff at Bridges Preparatory Academy. Specific measurable goals and outcomes are identified within each section below.

## **Local Wellness Committee**

### **Role and Membership**

Bridges Preparatory Academy will establish a Local Wellness Committee that meets at least two times per year to develop goals for and oversee implementation of school health and safety policies/programs, including periodic reviews and updates of this LWP. The Local Wellness Committee will represent Bridges Preparatory Academy 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.

### **Leadership**

Bridges Preparatory Academy will designate a school wellness policy coordinator, who will ensure compliance with the policy. The designated official for oversight is Alejandro Gomez, Principal:

<b>Name</b>	<b>Title / Relationship to the School</b>	<b>Email address</b>	<b>Role on Committee</b>
Sabrina Henriquez	Operations Manager	Sabrina@bpacompton.org	Support in the explanation of policies to keep a healthy school. Ensure to keep a balanced meal and snack order for the school. Meets with parents and takes suggestions for menu changes/updates.
Nicole Torres	Counselor	Ntorres@bpacompton.org	Assists in the socio/emotional component of the committee
Otto Asencio	Teacher	Oasencio@bpacompton.org	Support of the Physical component and a resource to parents

			about keeping their kids active
Nicole Torres	Counselor	<a href="mailto:Ntorres@bpacompton.org">Ntorres@bpacompton.org</a>	Focus on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness
Alejandro Gomez	Executive Director	Agomez@bpacompton.org	Assists in the evaluation of the wellness policy implementation

**Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

**Implementation Plan**

Bridges Preparatory Academy will develop and maintain an implementation plan for implementing this LWP. This plan will delineate the roles, responsibilities, actions and timelines specific to each school; and include information about who will be responsible to making 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.

Bridges Preparatory Academy will use a variety of tools (see list below) to complete school-level assessments of implementation of this plan; based on the results; Bridges Preparatory Academy will create an action plan, implement the plan, and generate an annual report. Bridges Preparatory Academy will retain records to document compliance with the requirements of this LWP at Bridges Preparatory Academy office.

Documentation maintained in these locations will include but is not be limited to:

- this written LWP;
- documentation demonstrating that the policy has been made available to the public;
- documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate on the Local Wellness Committee;
- documentation to demonstrate compliance with the annual public notification requirements;
- the most recent assessment on the implementation of the LWP

Bridges Preparatory Academy will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website <http://www.bpacompton.org> and through Bridges Preparatory Academy-wide communications. This will include a summary of the Bridges Preparatory Academy’s events or activities related to wellness policy implementation. Annually, Bridges Preparatory Academy also will publicize the name and contact information of the school officials leading

and coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

#### Status Update with Teachers and Staff Meetings

Meetings on status updates will take place quarterly during staff meetings which may include training, updates and implementation of wellness policy activities, nutrition education, etc.

#### **Triennial Progress Assessments**

At least once every three years, Bridges Preparatory Academy will conduct a Triennial Progress Assessment and develop a report that reviews Bridges Preparatory Academy compliance with this LWP. This assessment and report will include a full description of the progress made in attaining the goals of Bridges Preparatory Academy's LWP. The positions/persons responsible for managing the triennial assessment and report is the Nutrition Specialist. The above referenced individual will monitor Bridges Preparatory Academy compliance with this LWP and develop the triennial progress reports by utilizing, among other tools, the annual LEA self-evaluations described in the above section. Bridges Preparatory Academy will actively notify households/families of the availability of the triennial progress report.

#### **Establishing a Plan to Measure the Impact and Implementation of the Local Wellness Policy**

Bridges Preparatory Academy will evaluate compliance and effectiveness of this LWP using existing data collection tools, such as, but not limited to:

- School Health Index;
- FITNESSGRAM data collection and analysis;
- OSSE Health and Physical Education student assessments;
- DC Healthy Schools Act School Health Profiles;
- Centers for Disease Control and Prevention School Health Profiles;
- Youth Risk Behavior Surveillance System results;
- WellSAT 2.0; and
- USDA triennial administrative review.

#### **Revisions and Updating the Local Wellness Policy**

This LWP will be assessed and updated at least every three years, following the triennial assessment discussed above. The Local Wellness Committee will update or modify this LWP based on the results of Bridges Preparatory Academy annual self-assessment, the USDA triennial administrative review, and on other variables, including if/when Bridges Preparatory Academy's health priorities change; the community's health needs change; the wellness goals are met; new health science arises, new technology emerges; and new federal or state guidance/standards are issued.

#### **Community Involvement, Outreach and Communications**

Bridges Preparatory Academy are committed to being responsive to community input, which begins with awareness of the LWP. Bridges Preparatory Academy will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development,

implementation and periodic review and update of the LWP through a variety of means appropriate for Bridges Preparatory Academy. Bridges Preparatory Academy will 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. Bridges Preparatory Academy will actively notify the public about the content of or any updates to this LWP annually, at a minimum. Bridges Preparatory Academy will also use these mechanisms to inform the community about the availability of the annual and triennial reports. Additionally, Bridges Preparatory Academy will disseminate this LWP to parents through posting it in the school office, on the school website, and through any parent-teacher organizations.

## **2022 - 2023**

### **Quarterly Meetings**

Parents, stakeholders, staff and wellness committee will take place during Cafecito Meetings.

DATES TO BE ANNOUNCED ON SCHOOL WEBSITE

## **2022 - 2023**

### **School Year Dates to be Determined**

DATES

## **Nutrition**

Bridges Preparatory Academy are committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, lean protein and fat-free or low-fat dairy, that are moderate in sodium, low in saturated fat, have zero grams trans-fat per serving (nutrition label or manufacturer's specification), and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of students, help mitigate childhood obesity, model healthy eating habits to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Bridges Preparatory Academy is committed to offering school meals through the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other supplemental programs, that:

- are accessible to all students;
- are appealing and attractive to students;
- are served in clean and pleasant settings;
- meet or exceed current nutrition requirements established by local and federal statutes and regulations;
- ensure all qualified students will become eligible for free lunch;
- 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.
- schools will provide at least 10 minutes to each breakfast and 20 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line;
- accommodate students with special dietary needs.
- promote healthy food and beverage choices by using Smarter Lunchroom techniques, such as the following:
  - whole fruit options offered in attractive, accessible settings;
  - sliced or cut fruit offered, especially for age-appropriate students;

- student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas;
- placing white milk at the front of the coolers; and
- Menus will be posted on the Bridges Preparatory Academy website

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

### **Water**

To promote hydration, free, drinking water will be available to all students throughout the school day and throughout every school campus. Bridges Preparatory Academy will make drinking water available where school meals are served during mealtimes.

- All water sources will be maintained on a regular basis to ensure good hygiene and health safety standards.
- Students will be encouraged and allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

### **Competitive Foods and Beverages**

Bridges Preparatory Academy 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 (e.g., “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, as well as a Guide to Smart Snacks in Schools, are available [here](#).

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 or exceed the USDA Smart Snacks nutrition standards and the DC Healthy Schools Act 2010.

### **Celebrations and Rewards**

Bridges Preparatory Academy schools will not use foods or beverages as rewards, incentives, or prizes for academic performance or good behavior that do not meet the nutritional requirements above.

### **Third-Party Vendors**

Bridges Preparatory Academy will not permit third-party vendors to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

## **Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Bridges Preparatory Academy will make available to parents and teachers a list of healthy fundraising ideas including the following: walk-a-thons, Jump Rope for Heart, and dance-a-thons. Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

## **Food and Beverage Marketing in Schools**

Bridges Preparatory Academy 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. Bridges Preparatory Academy strives to teach students how to make informed choices about nutrition, health and physical activity. It is Bridges Preparatory Academy intent to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with this LWP.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes 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;
- Displays, such as on vending machine exteriors;
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (note: immediate replacement of these items are not required; however, Bridges Preparatory Academy will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy);
- 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 Bridges Preparatory Academy;
- Advertisements in school publications or school mailings; and
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As Bridges Preparatory Academy reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the wellness policy.

## **Nutrition Promotion**

Bridges Preparatory Academy 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 10 or more evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- ensuring 100 percent of foods and beverages promoted to students meet the USDA Smart Snacks nutrition standards. Additional promotion techniques that Bridges Preparatory Academy may use are available [here](#).

### **Ensuring Quality Nutrition Education, Health Education and Physical Education**

Bridges Preparatory Academy aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes, and skills to enjoy healthy eating habits and a physically active lifestyle.

#### **Nutrition Education**

Bridges Preparatory Academy will teach, model, encourage and support healthy eating by all students. Bridges Preparatory Academy will provide nutrition education and engage in nutrition promotion that:

- 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;
- includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- teaches media literacy with an emphasis on food and beverage marketing;
- includes nutrition education training for teachers and other staff; and
- All health education teachers will provide opportunities for students to practice the skills taught through the health education curricula.

#### **Essential Healthy Eating Topics in Health Education**

Bridges Preparatory Academy will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using FDA's nutrition fact 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

### **Physical Education and Physical Activity**

It is the goal of Bridges Preparatory Academy that students engage in the recommended 60 minutes per day of physical activity. Additionally, recognizing that physical education is a crucial and integral part of a child's education, we will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the students' physical, mental, emotional, and social well-being. The components of Bridges Preparatory Academy physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports and physical activities: soccer, basketball and movement. Students shall be given opportunities for physical activity through a range of before-and/or afterschool programs. Bridges Preparatory Academy will ensure that:

- Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.
- Teachers and other school personnel will not use physical activity (e.g., running laps, push ups) as punishment.

Bridges Preparatory Academy will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

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

### **Physical Education**

Bridges Preparatory Academy 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 (discussed in the “Essential Physical Activity Topics in Health Education” subsection). The curriculum will support the essential components of physical education.

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

All elementary **students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

Bridges Preparatory Academy physical education program will promote student physical fitness through individualized fitness and activity assessments (via FITNESSGRAM or other appropriate assessment tool) and will use criterion-based reporting for each student.

### **Essential Physical Activity Topics in Health Education**

Health education will be required in all grades and Bridges Preparatory Academy will include in the health education curriculum a minimum of 12 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**

Bridges Preparatory Academy will offer at least **15 minutes of recess** on all days during the school year. Bridges Preparatory Academy will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the eating area to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put

away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the eating area.

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

In the event that Bridges Preparatory Academy 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. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### **Classroom Physical Activity Breaks**

Bridges Preparatory Academy 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. Bridges Preparatory Academy recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Bridges Preparatory Academy will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

### **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.

Bridges Preparatory Academy 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.

### **Before and After School Activities**

Bridges Preparatory Academy offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. Bridges Preparatory Academy will encourage students to be physically active before and after school by including opportunities for physical activity in aftercare.

### **Active Transport**

Bridges Preparatory Academy will support active transport to and from school, such as walking or biking. Bridges Preparatory Academy will encourage this behavior by engaging in six or more of the activities below; including but not limited to:

- Designate safe or preferred routes to school\*\*\*\*
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week\*\*\*\*\*
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper\*\*\*\*\*
- Use crosswalks on streets leading to schools\*
- Document the number of children walking and or biking to and from school\*\*
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)\*\*\*

### **Other Activities that Promote Student Wellness**

Bridges Preparatory Academy will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. Bridges Preparatory Academy 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.

Bridges Preparatory Academy will coordinate content across curricular areas that promote student health. 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 Wellness Committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### **Community Partnerships**

Bridges Preparatory Academy will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, 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 Family Engagement**

Bridges Preparatory Academy 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, Bridges Preparatory Academy will use electronic mechanisms (e.g., email or displaying notices on the Bridges Preparatory Academy's website), as well as non-electronic mechanisms, (e.g., 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 School Wellness Committee will also focus on staff wellness issues that identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff. The Staff Wellness leader's name is Alejandro Gomez.

Bridges Preparatory Academy will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Bridges Preparatory Academy 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. Examples of strategies that Bridges Preparatory Academy will implement is introducing 'Wellness' Fridays' to our staff which will occur monthly. Wellness Fridays will provide staff with the opportunity to be proactive with stress management and mental wellness meeting with the Staff Wellness Leader.

## **Professional Learning**

When feasible, Bridges Preparatory Academy 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 Bridges Preparatory Academy staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing reform or academic improvement plans/efforts.

## **USDA Nondiscrimination Statement**

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.