

# Lawndale ESD

## Board Policy

### Student Wellness, BP 5030

#### Table of Contents:

• Mission	p. 1 - 2
• School Wellness Council	p. 2 – 3
• Professional Standards for Child Nutrition Professionals	p. 3
• Role Modeling	p. 3 - 4
• Goals for Nutrition, Physical Activity & Other Wellness Activities	p. 4 -9
○ Nutrition Education	p. 4
○ Physical Activity Opportunities & Physical Education	p. 5
○ Nutrition Guidelines for All Foods Available at School	p. 6
• California Universal School Meals & Supporting Healthful Habits	p. 6 - 8
○ Classroom Celebrations & Competitive Foods/Smart Snacks	p. 7
○ Fundraising	p. 7
• Health Services	p. 6
• Program Implementation and Evaluation	p. 9
○ Notifications	○ Indicators p.11
	p. 12
	○ Records p. 12
	p. 13
• Legal References	p. 13
• Management Resources	p. 13
• USDA Non-Discrimination Statement	p. 14

---

#### Mission

The mission of Lawndale Elementary School District’s Nutrition & Wellness Department is to:

- Support a positive school learning environment by providing nutritious, healthy choices during all meals served to our students, at no cost to students and families.
- Provide a safe, positive environment for students during the schoolday.
- Collaborate with families, the community and staff in providing nutrition education to encourage students to make healthy lifestyle choices.

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians

and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

- (cf. 1020 - Youth Services)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514 - Environmental Safety)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.61 - Drug Testing)
- (cf. 5131.62 - Tobacco)
- (cf. 5131.63 - Steroids)
- (cf. 5141 - Health Care and Emergencies) (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)
- (cf. 5141.6 - School Health Services)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
- (cf. 6164.2 - Guidance/Counseling Services)

**In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.**

**The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.**

- (cf. 5131.2 - Bullying)**
- (cf. 5145.3 - Nondiscrimination/Harassment)**

### **School Wellness Council**

The Superintendent or designee shall encourage parents/guardians, students, food service employees, teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR)

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators,

curriculum directors, counselors, **extended day** program staff, health practitioners, and/or others interested in school health issues.

Invitations will be sent via email and social media to the school community to join the wellness committee. Hard copy flyers will also be posted in a central area in the school office inviting members of the community to join. Parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public will be included in the development, implementation, review and update of the wellness policy.

**Each year, school site wellness councils will convene to determine specific site based goals to further student wellness. The District Wellness Council will provide an opportunity for all school site wellness councils to share their site specific goals during a meeting open to the public. At the end of the school year, the District Wellness council will convene another meeting open to the public for school site wellness committees to present progress made towards goals.**

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning implementation, and evaluation of activities to promote health within the school or community.

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

### **Professional Standards for Child Nutrition Professionals**

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](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

Professional development may be regularly offered to teachers, coaches, activity

supervisors, and other staff as appropriate to enhance their health knowledge and skills related to student health and wellness.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331- Staff Development)

### **Role Modeling**

**The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. They shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.**

### **Goals for Nutrition, Physical Activity, and Other Wellness Activities**

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks, and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

### **Nutrition Education**

Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, extended day learning programs, summer learning programs, and **school garden/farm to school** programs. **Each school has a school garden on campus and opportunities for hands on science, nutrition and agricultural education activities and/or lessons are available.** Nutrition education may be offered as a part of a sequential, comprehensive, standards-based health education course designed to provide all students with the knowledge and skills necessary to promote and protect their health.

**The nutrition education and promotion program may include, but is not limited to:**

- **information about the benefits of healthy eating for learning and disease prevention throughout the lifespan**
- **promotion of fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices**
- **connection with school meal programs, other school foods, and nutrition-related community services**

(cf. 6011 - Academic Standards)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

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

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, **extended day learning** programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities. Physical activity will not be used or denied as a means of punishment.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

**As stated in Regulation 6142.7: Physical Education and Activity, the primary goal of physical education is to teach students to develop an understanding of and skills related to maintaining physical fitness and a healthy lifestyle throughout their lifetime. The district shall ensure that the minimum requirements for daily physical education minutes are met for every grade level. Physical Education shall be taught by credentialed, certified or licensed teachers who receive annual training including, but not limited to, physical education and activity. Unless otherwise exempted, all students will be required to participate in the district's physical education program. Physical activity opportunities may be provided at schools for families and community members.**

**For more information regarding the district's physical education program and curriculum, please refer to [Regulation 6142.7: Physical Education and Activity, linked here.](#)**

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

### **Nutrition Guidelines for All Foods Available at School**

For all foods and beverages available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack and/or **supper** programs, to the extent possible. **Supper is served via the Child and Adult Care Food Program and supper meals meet the requirements of that program.** When approved by the California Department of Education, the district may sponsor a summer meal program.

Meals served through the district's food services program shall comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in [7 CFR 210.10](#) or [220.8](#), as applicable.

(cf. 3550 - Food Service/Child Nutrition Program) (cf. 3552 - Summer Meal Program)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 5141.27 - Food Allergies/Special Dietary Needs) (cf. 5148 - Child Care and Development)  
(cf. 5148.3 - Preschool/Early Childhood Education)

### **California Universal Meals & Supporting Healthful Habits**

**Schools shall educate parent(s)/guardian(s) about free breakfast and lunch offered through the Nutrition and Wellness Services Department through the California Universal Meals Program Act (AB 130). Schools shall also communicate to parents/guardians the request that snacks and lunches sent from home for their child's consumption be healthful and balanced, and will provide suggestions regarding this to continue to partner together and support the growth and overall health of our students.**

**The Nutrition and Wellness Services Department employs USDA Smarter Lunchroom movement tools and strategies to encourage students to make**

**more healthful choices and build lifelong healthful eating habits. All schools offer breakfast before the beginning of the instructional day. Elementary schools also offer “second chance” breakfast, where students have a second chance to eat breakfast during morning recess. School meals will include fresh, locally grown foods from farms engaged in sustainable practices whenever possible. Additionally, taste tests may be offered to encourage students to try new items. Students will also have the opportunity to provide input on new menu items based on their preferences, including cultural and ethnic foods.**

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times **and throughout the school day** in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

**The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. During the school day, nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.**

#### **Classroom Celebrations & Smart Snacks**

**The district will create a list of suggestions and ideas which schools will provide to parent(s)/guardian(s) for balanced and healthful foods brought from home, as well as non-food items and activities for classroom celebrations. Items on this list will also meet Smart Snack standards. Information regarding Smart Snack standards may be accessed by following this [link](#). Classroom celebrations shall take place after that grade level's scheduled lunchtime and should take place at the lunch tables or other outdoor eating areas.**

**The superintendent or designee also shall encourage school staff to avoid the use of non-nutritious foods and encourage **the utilization of physical activity** as a reward for students' academic performance, accomplishments, or classroom behavior.**

**Food may be brought from home for individual consumption as a students' lunch or snack. Students may not share food brought from home with other students due to food allergies, intolerances and dietary restrictions. Homemade foods will not be allowed for student consumption during classroom celebrations or group settings during and/or after school. All food for a students' consumption as a snack or lunch brought from home should be in the student's possession before they enter school. Items for individual student consumption should not be delivered to the school office during, prior to or after the school day. On rare occasions, an exception may be accommodated at the discretion of the school site administrator.**

(cf. 3312 - Contracts)

(cf. 3554 - Other Food Sales)

## Fundraising

The Superintendent or designee shall encourage school organizations to use [California Department of Education's guidelines on Competitive Foods and Beverages](#) and [USDA's A Guide to Smart Snacks in Schools](#) compliant food items or non-food items for fundraising purposes. All food items sold to students during the school day (from the midnight prior, to 30 minutes after the end of the official school day) will meet all federal, state, and local standards for all nutrient and competitive food guidelines.

**Any fundraising that takes place during the school day (from the midnight prior to 30 minutes after the end of the official school day must be Competitive Food and Beverage/Smart Snack compliant and approved by the Nutrition and Wellness Services Department. The fundraising form can be found by [visiting this form](#).**

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

(cf. 1325 - Advertising and Promotion)

## Program Implementation and Evaluation

The Superintendent designates the individual identified below to supervise the individuals responsible for compliance with the district's wellness policy at the site level. (42 USC 1758b; 7 CFR 210.30)

Director of Nutrition & Wellness  
**(Title or Position)**

310-973-1300  
**(Phone Number)**

[lissette\\_rooney@lawndalesd.net](mailto:lissette_rooney@lawndalesd.net)  
**(Email Address)**

(cf. 0500 - Accountability)  
(cf. 3555 - Nutrition Program Compliance)

Each school site shall designate a minimum of one wellness liaison to assist with the implementation, monitoring of and compliance with the district wellness policy. The designated wellness liaison(s) may change on an annual basis, at the discretion of the school site administrator. An updated list of school site wellness liaisons will be posted on the district's Food Services webpage.

The Superintendent or designees shall assess the implementation and effectiveness

of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

**In addition, the results of the assessment will be made available to the public on the Nutrition and Wellness Services webpage, including the below:**

- **the extent to which schools comply with the district wellness policy**
- **the extent to which the district wellness policy compares to model local school wellness policies and**
- **the progress made in attaining the goals of the district wellness goal.**

**Each year, school site wellness councils will convene to determine specific site based goals to further student wellness. The District Wellness Council will provide an opportunity for all school site wellness councils to share their site specific goals during a meeting open to the public. At the end of the school year, the District Wellness council will convene another meeting open to the public for school site wellness committees to present progress made towards goals.**

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

### **Indicators**

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards
6. Results of the state's physical fitness test at applicable grade levels
7. Number of minutes of physical education offered at each grade span, and the

estimated percentage of class time spent in moderate to vigorous physical activity

8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

## **Notifications**

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy. They shall make the policy, and any updates to the policy, available to the public on an annual basis through the district's food services website and via hardcopies in the school cafeterias. **They** shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school websites, and other communications **on an annual or more frequent basis**. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Websites)

(cf. 1114 - District-Sponsored Social Media) (cf. 6020 - Parent Involvement)

Each school may also post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

## **Records**

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

### **Legal Reference:**

#### **EDUCATION CODE**

33350-33354 CDE responsibilities re: physical education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51210.1-51210.2 Physical education, grades 1-6

51210.4 Nutrition education

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51795-51798 School instructional gardens

51880-51921 Comprehensive health education CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations 1

5510 Mandatory meals for needy students

15530-15535 Nutrition

education

15550-15565 School lunch and breakfast programs UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, especially:

1758b Local wellness policy

1771-1793 Child Nutrition Act, including:  
1773 School Breakfast Program  
1779 Rules and regulations, Child Nutrition Act CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.33 National School Lunch Program  
210.30 Wellness Policy  
220.1-220.22 National School Breakfast Program COURT DECISIONS  
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

**Management Resources:**

**CSBA PUBLICATIONS**

Integrating Physical Activity into the School Day, Governance Brief, April 2016 Increasing Access to Drinking Water in Schools, Policy Brief, April 2013 Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012 Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012 Physical Activity and Physical Education in California Schools, Research Brief, April 2010 Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009 Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009 Physical Education and California Schools, Policy Brief, rev. October 2007 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006 School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006  
**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**  
Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009  
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003  
**CALIFORNIA PROJECT LEAN PUBLICATIONS**  
Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006  
**CENTER FOR COLLABORATIVE SOLUTIONS**  
Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015  
**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**  
School Health  
Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012  
**FEDERAL REGISTER**  
Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170  
**NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS**  
Fit, Healthy and Ready to Learn, rev 2012  
**U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**  
Dietary Guidelines for Americans, 2016  
**WEB SITES**

CSBA: <http://www.csba.org>  
Action for Healthy Kids: <http://www.actionforhealthykids.org>  
Alliance for a Healthier Generation: <http://www.healthiergeneration.org> California  
Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>  
California Department of Public Health: <http://www.cdph.ca.gov>  
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
California Project LEAN (Leaders Encouraging Activity and Nutrition):  
<http://www.californiaprojectlean.org>  
California School Nutrition Association:  
<http://www.calsna.org> Center for Collaborative Solutions:  
<http://www.ccscenter.org> Centers for Disease Control and  
Prevention: <http://www.cdc.gov> Dairy Council of California:  
<http://www.dairycouncilofca.org>  
National Alliance for Nutrition and Activity:  
<http://www.cspinet.org/nutritionpolicy/nana.html> National Association of State Boards  
of Education: <http://www.nasbe.org> School Nutrition Association:  
<http://www.schoolnutrition.org>  
Society for Nutrition Education: <http://www.sne.org>  
U.S. Department of Agriculture, Food Nutrition Service, wellness  
policy: <http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>  
U.S. Department of Agriculture, Healthy Meals Resource  
System: <http://healthymeals.fns.usda.gov>

Policy LAWNDALE ELEMENTARY SCHOOL DISTRICT  
adopted: January 3, 2012 Lawndale, California  
revised: January 24, 2012  
revised: August 18, 2015  
revised: September 1, 2015  
revised: April 25, 2017  
revised: May 10, 2021  
**revised: June 28, 2024**  
**revision adopted on August 15, 2024.**

USDA Non-Discrimination Statement

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.**

**Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice**

and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: 833-256-1665 or 202-690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.