



Dr. Danielle Jones
Superintendent

(919) 732-8126 Tele
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www.orange.k12.nc.us

Dear Parent/Guardian:

Children need healthy meals to learn. Orange County Schools offers healthy meals every school day. Breakfast costs \$0.00(PK-5) / \$1.85(6-12); lunch costs \$2.85(PK-5) / \$3.35(6-12). Your children may qualify for no cost meals or for reduced price meals. Reduced price is \$0.00 for breakfast and \$0.00 for lunch. This packet includes an application for no cost or reduced-price meal benefits with instructions on the application. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET NO COST OR REDUCED PRICE MEALS?

- All children in households receiving benefits from Food and Nutrition Services (FNS, formerly known as Food Stamps), the Food Distribution Program on Indian Reservations (FDPIR) or Work First Cash Assistance (formerly Temporary Assistance for Needy Families or TANF), are eligible for no cost meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for no cost meals.
- Children participating in their school's Federally funded Head Start program are eligible for no cost meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for no cost meals.
- Children may receive no cost or reduced-price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines chart. Your children may qualify for no cost or reduced-price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART					
Effective for School Year July 1, 2026 — June 30, 2027					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	29,526	2,461	1,231	1,136	568
2	40,034	3,337	1,669	1,540	770
3	50,542	4,212	2,106	1,944	972
4	61,050	5,088	2,544	2,349	1,175
5	71,558	5,964	2,982	2,753	1,377
6	82,066	6,839	3,420	3,157	1,579
7	92,574	7,715	3,858	3,561	1,781
8	103,082	8,591	4,296	3,965	1,983
Each additional person add:	10,508	876	438	405	203

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get no cost meals, please call or e-mail **Orange County Schools Homeless Liaison or Migrant Coordinator, Jessica Dreher, (919)732-8126 ext. 12465** or jessica.dreher@orange.k12.nc.us
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one No Cost and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **School Nutrition Services, 200 East King Street, Hillsborough, NC 27278, (919)245-4002.**
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **James Franks, School Nutrition Services, 200 East King Street, Hillsborough, NC 27278 (919)245-4002 ext. 16501** or james.franks@orange.k12.nc.us immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.lunchapplication.com to begin or to learn more about the online application process. Contact **James Franks, School Nutrition Services, 200 East King Street, Hillsborough, NC 27278 (919)245-4002 ext.16501** or james.franks@orange.k12.nc.us if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for no cost meals, your child will be charged the full price for meals.
7. I GET WIC. CAN MY CHILDREN GET NO COST MEALS? Children in households participating in WIC may be eligible for no cost or reduced-price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report. For example, children with a parent or guardian who become unemployed may become eligible for no cost and reduced price meals if the household income drops below the income limit.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for no cost and reduced-price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Orange County Schools Homeless Liaison or Migrant Coordinator, Jessica Dreher, 200 East King Street, Hillsborough, NC 27278 (919)732-8126 ext.12465** or jessica.dreher@orange.k12.nc.us.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for no cost or reduced-price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zero. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonus must be reported as income. If you get any cash-value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application. Contact **James Franks School Nutrition Services, 200 East King Street, Hillsborough, NC 27278 (919)245-4002 ext. 16501** or james.franks@orange.k12.nc.us to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food and Nutrition Services (FNS, formerly Food Stamps) or other assistance benefits, contact your local assistance office or call The Careline at 1-800-662-7030.

If you have other questions or need help, call (919)245-4002.

Sincerely,

James Franks, School Nutrition Director

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

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HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in [Orange County Schools](#). The application must be filled out completely to certify your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [Orange County Schools, James Franks, \[james.franks@orange.k12.nc.us\]\(mailto:james.franks@orange.k12.nc.us\) \(919\) 245-4002](#).

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP A: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income.
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth.
- Students attending [Orange County Schools](#), regardless of age.

1) List each child's name. Print each child's name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children. Is the child a student at Orange County Schools ? Circle "S" for Student and "O" for Other children that are not students to indicate the child's role in the household.	2) For each student in the household, enter the name of the school and the student's current grade.	3) If applicable, please circle if a Child/Student is Homeless (H), Migrant (M), Runaway (R) or Foster (F) <u>Foster children who live with you may count as members of your household and should be listed on your application.</u>	4) Report all income earned or received by children. Report the combined gross income for ALL children listed in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household. What is Child Income? Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.
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STEP B: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FNS, Work First Cash Assistance/TANF, OR FDIPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:

- Food and Nutrition Services (FNS formerly Food Stamps).
- Work First Cash Assistance (formerly Temporary Assistance for Needy Families or TANF).
- The Food Distribution Program on Indian Reservations (FDPIR).

1) If no one in your household participates in any of the above listed programs: • Leave STEP B blank and go to STEP C.	2) If anyone in your household participates in any of the above listed programs: • Write a case number for FNS, Work First Cash Assistance/TANF, or FDIPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: NC Food and Nutrition Services EBT Customer Service Center (919) 732-8181 . • Go to STEP E.
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STEP C: REPORT INCOME FOR ALL ADULT HOUSEHOLD MEMBERS

How do I report my income?

- Use the charts titled "[Sources of Income for Adults](#)" and "[Sources of Income for Children](#)," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
 - o Gross income is the total income received before taxes
 - o Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Circle how often each type of income is received using the frequency to the right of each field.

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- Do NOT include:
 - o People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - o Infants, Children and students already listed in STEP A.

1) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP A.</u>	2) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	3) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.	4) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.
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STEP D: REPORT HOUSEHOLD TOTAL AND SOCIAL SECURITY NUMBER

1) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP A and STEP C. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.	2) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "I do not have a Social Security Number."
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STEP E: ATTESTATION - CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member promises that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

1) Provide your contact information. Write your current address on the line provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.	2) Print and sign your name. Print the name of the adult signing the application and that person signs in the box "Head of Household Signature."	3) Write today's date. In the space provided, write today's date in the box.
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STEP F: CHILDREN'S ETHNIC AND RACIAL IDENTITIES (Optional) **Share children's racial and ethnic identities.** We ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals.

A. CHILDREN and STUDENT Household Members				NOTE: For more information on "Sources of Income for CHILDREN/STUDENTS" and Income Frequency see the charts on page 2 (or reverse side) of this application.				B. Assistance Programs				
1) LIST the names of ALL INFANTS, CHILDREN and STUDENTS in the household up to and including grade 12. 2) CIRCLE "S" for STUDENT or "O" for Other children that are not students to indicate the child's role in the household.			If applicable, for each STUDENT in the household please ENTER the Name of the School where the student is currently enrolled and their current Grade.		If applicable, please CIRCLE if a CHILD/STUDENT is: Homeless Migrant Runaway Foster		CHILD/STUDENT INCOME Earnings from Work ENTER total GROSS income amount (before deductions) in whole dollars only. (\$5000)		CHILD/STUDENT INCOME from ALL OTHER Sources		Do any Household members (including you) currently participate in one or more of the following assistance programs: FNS, WorkFirst/TANF, or FDIPIR? ☐ NO ☐ YES If "Yes" please provide a case number (not EBT #) Case Number: Then SKIP to SECTION E.	
First MI Last	Circle One:	School Name	Grade				GROSS Income	CIRCLE Frequency	Income	CIRCLE Frequency		
	S O			H M R F			\$	Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly		
	S O			H M R F			\$	Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly		
	S O			H M R F			\$	Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly		
	S O			H M R F			\$	Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly		
	S O			H M R F			\$	Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly		
	S O			H M R F			\$	Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly		

C. Adult Household Members		1) For EACH ADULT household member (including yourself) ENTER ALL types and amounts of GROSS income received. Please INSERT a "0" to indicate NO INCOME where applicable. If an income field is left blank it certifies there is no income to report. (2) USE whole dollar amounts only (no cents) (ex. \$1000). NOTE: For more information on "Sources of Income for ADULTS" and Income Frequency chart on page 2 (or reverse side) of this application.										
LIST ALL ADULT household members (FIRST and LAST name) even if they do not receive income.	GROSS Income Earnings from WORK	CIRCLE Frequency	Public Assistance/Alimony/Child Support	CIRCLE Frequency	Pensions/Retirement/All Other Income	CIRCLE Frequency	D. Household Total and Social Security Number (SSN)					
Head of Household	\$	Weekly Monthly Bi-Weekly Bi-Monthly		Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly	ENTER Total Number of Household Members (Children and Adults) HERE ENTER LAST FOUR DIGITS OF SSN HERE (Head of Household or Primary Wage Earner ONLY) 					
Other Adult	\$	Weekly Monthly Bi-Weekly Bi-Monthly		Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly	☐ I do not have a Social Security Number					
Other Adult	\$	Weekly Monthly Bi-Weekly Bi-Monthly		Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly	F. Child(ren)'s Ethnic and Racial Identities (Optional)					
Other Adult	\$	Weekly Monthly Bi-Weekly Bi-Monthly		Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly	SELECT one ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino					
Other Adult	\$	Weekly Monthly Bi-Weekly Bi-Monthly		Weekly Monthly Bi-Weekly Bi-Monthly	\$	Weekly Monthly Bi-Weekly Bi-Monthly	SELECT one or more (regardless of ethnicity): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White					

E. Attestation: An adult household Member must sign the application. "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my child(ren) may lose meal benefits, and I may be prosecuted under State and Federal Laws."

Printed Name:	Today's Date:	Email:	Address:
Contact Number:	City:	State:	Zip Code:

For Office Use Only	Total Household Members:	Total Household Income:	per:
	Income Conversion NOTE: If there are multiple income sources with more than one frequency, the SFA must annualize all income by multiplying: ☐ Weekly (x52) ☐ Biweekly (x26) ☐ Monthly (x12) ☐ Bimonthly (x24) ☐ Annually		
Eligibility Determination: ☐ Categorical Eligibility ☐ Free ☐ Reduced ☐ Denied			
Reason for Denial of Eligibility:			
Determining Official's Signature & Date			
Confirming Official's Signature & Date			
Verifying Official's Signature & Date			

Sources of Income

Sources of Income for CHILDREN/STUDENTS

Sources of Income	Examples
Earnings from work	A child has a regular full or part-time job where they earn a salary or wages
Social Security -Disability Payments -Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired or deceased and their child receives Social Security benefits
Income from any other source	A child receives regular income from a private pension fund, annuity or trust

Sources of Income for ADULTS

Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (does NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash Assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

Income Frequency

Weekly = Once per week Bi-Weekly = Every two (2) weeks
Monthly = Once per month Bi-Monthly = Twice per month
Annually = Total salary per year

Please Mail this application to:

ORANGE COUNTY SCHOOLS
200 EAST KING STREET
HILLSBOROUGH, NC 20278

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help look into violations of program rules.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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