

Food Distribution Program on Indian Reservation (FDPIR)



Leech Lake Band of Ojibwe

16051 65th Ave NW, Cass Lake, MN 56633

218-335-2767

STATE PLAN OF OPERATIONS (Last amended – January 2026)

Submitted by Susie Roy

Program Director

I. Score of Operation

- The Leech Lake Food Distribution Program and staff are committed to providing quality service to low-income households living on and near the reservation boundaries. This is accomplished by providing quality food packages to families, nutrition education and home deliveries to the elderly and homebound.
- The Food Distribution Program is located at 16051 65th Ave NW, Cass Lake, MN. Cass Lake serves as the hub of our Tribal Government.
- Leech Lake Band of Ojibwe covers four different counties including Cass, Itasca, Beltrami and Hubbard.
- Leech Lake Band of Ojibwe is divided into three districts: District I, II, III and then also recognizes local communities within those districts ran by Local Indian Councils (LICs). Those LICs are as follows:
 - District I: S Lake, Inger, Ball Club, Deer River
 - District II: Bena, Kego Lake/Boy Lake, Sugar Point, Winnie Dam
 - District III: Oak Point, Pennington/Noopamiing, Bemidji, Cass Lake, Sugar Bush/Buck Lake, Onigum, Mission
 - Twin Cities Office
 - Duluth Office
- The Leech Lake Band of Ojibwe services any member of a federally recognized Tribe in our service area listed above.

II. Storage and Distribution

- The Food Distribution program of the Leech Lake Reservation consists of a single "One Service Station" that is 70 ft by 130 ft located at 16051 65th Ave NW, Cass Lake, MN (Cass County).
- The Food Distribution complex includes: a director's office, certification office, front entrance/greeting and display area, warehouse, cooking facility, meeting/education room, nutritional education assistant office, and restroom facilities.
- The cooking facility is completely equipped to provide nutritional classes, food demonstrations and cooking classes for participants.
- This facility stores dry, cold and frozen foods and is set up with loading docks, efficient storage and a rotation system for all commodity foods.
- The cold storage area of this facility includes a walk-in 8x10' refrigeration unit and a walk-in 8x10' cooler unit.
 - The temperature of all refrigeration units of this facility is monitored and recorded on a daily basis. The inventory control system consists of weekly monitoring and cross checks that are completed via the AIS reporting system.
- Safeguards:
 - Inspections of the facility are completed annually by the Leech lake Environmental Health Officer to identify and evaluate the status of food sanitation and for other public health practices. Annual inspections are

completed using standard EHS report addressing the areas of Functional Design, Plumbing, HVAC, Lighting, Water Supply Sewage Disposal, Solid Waste, Pest Control, Housekeeping, Physical Plant and Environment, Safety Management and Food Protection. In addition, our Tribal Health Inspector is available to address any immediate or emergency issues that arise regarding our facility. All recommendations are followed within 30 days of notice.

- All damaged food items handled through our facility are disposed according to the USDA guidelines. Our facility conducts immediate action regarding "Recall Hold" food items. The Tribal Environmental Health Inspector is notified to certify that the product is not fit for human consumption. The FSA-21 voucher and destruction verification form is completed, submitted, filed and then the American Disposal Solid Waste Company disposes of the damaged product. OSHA training is conducted at the warehouse every five (5) years and all certificates are placed on file for warehouse staff.
- Guardian Pest Control Services are contracted annually to provide services for prevention of infestations. This is done by a licensed specialist and maintained monthly for our entire complex. Routine maintenance inspections are performed on industrial forklift and all other vehicles are inspected and maintained by the Motor Vehicle Department of LLBO. All inspections are in line with Federal regulations, as well as, Tribal guidelines.
- All food shipments are unloaded at the loading dock where foods are inspected, counted, entered as inventory. Lastly, all receipts are processed following standard LLBO accounting protocols. All food orders are filled from inventoried stock and placed on the assembly counter for pick-up by participants. Home Deliveries are conducted for participants who are elderly and/or handicapped.
- Distribution:
 - This facility offers an average of 20 distributions days per month with an estimated number of 175 participants at our one site.
 - This facility offers both site pick-up distributions and home delivery distributions.
 - Home delivery is provided for elders, home-bound and disabled participants. Leech Lake Band of Ojibwe owns 3 vehicles to assist with home deliveries:
 - 2010 Dodge Caravan
 - 2023 Chevy Pick-up
 - 2017 Chevy Tahoe
 - Days of operation FOR ONSITE PICK-UP DISTRIBUTIONS ARE M-H from 9am-3:30pm. Days of operation FOR HOME DELIVERING DISTRIBUTIONS ARE the last

2 working days of the end of the month from 9am-3:30pm. We also offer delivery distributions on Fridays when requested.

- 1-day expedited services are dealt with M-H. We do not have clients fill out the full application. We just ask to provide name and address in these cases. Client will then be sent to the first available intake worker. Client is taken into the intake office for confidentiality. Most of our cases are refer to by social services or other agencies.

III. Dual Participation

- Internal management controls are in place to ensure and prevent dual participation from occurring in our program.
- All households are made aware of the consumer choices of food programs they qualify for. Each household may choose to switch from SNAP to Food Distribution which is a transition that is monitored through partnerships with SNAP agencies.
- LLBO Food Distribution staff will not attempt to influence the participant's choice of agencies to work with.
- During intake LLBO FD certification staff conducts an initial telephone call to the SNAP county to ensure and verify that the participant has not received benefits in the same month of application.
- Reference and contact numbers for all four county (Cass, Beltrami, Hubbard, and Itasca) SNAP programs are maintained, as well as, points of contact for all other Food Distribution programs impacting the reservation area.

IV. Food Preferences

- Calendars, recipes, outreach materials, and individual NEA Services are given to each participant. Information about our program, as well as, calendars and nutritional information is advertised in the Leech Lake "DeBahJiMon" Tribal Newspaper. The Leech Lake Food Distribution does not conduct annual food preference surveys. Instead, choices are made based on food availability, input from the Leech Lake Traditional Foods Coalition, and those items that have been documented as being nutritional, as well as, popular during the previous 12-month period.
- of our program that are determined eligible are served the same day and give a notification of when future pick up days are scheduled. We also service 1-day expedited cases during these hours. Grocery lists are provided for the participant and food choices are made and routed to the warehouse where it is boxed. Participants are then routed to the pick-up door and the groceries are loaded into private vehicles.

V. Nondiscrimination

- Procedures and LLBO Protocols are in place to ensure compliance with non-discrimination according to USDA guidelines and timeframes. "LLBO FD" displays "Justice for All" posters throughout the offices and warehouse building of our program. Civil Rights procedures are posted at our sight, as well as, listed on the "Notice of Determination forms, applications, brochures, calendars and all handout materials given to participants.
- Complying with Complaints
 - If Leech Lake Food Distribution receives any civil rights complaints, they are referred and forwarded to the FNS Regional Office within 7 days of receipt. Individuals are referred to the nondiscrimination statement for details on filing a complaint.

VI. Program Monitoring

- Leech Lake Food Distribution conducts and annual program self-assessment. The Program Director conducts the review each year in the month of December. A template review form is used and once completed, is kept on file for 3 years. The form documents any program deficiencies noted, and the actions taken to correct them.
- Leech Lake Food Distribution has a section on the application where clients can leave their comments, suggestions or complaints. This is reviewed by the Program Manager and if needed is forwarded along to Supervisor.
- If a fair hearing is needed, the hearing official is Gloria Goodwin, Food Distribution Director of White Earth.

VII. Program Training

- Program training is done by attending the regional and national conference. This program also completes internal trainings put on and monitored by our Human Resource Department. They also receive on-the-job training from other staff. All staff are encouraged to request any training needs and they are identified during performance reviews.
- Program Director keeps a log of all trainings that are completed by the staff for at least 3 years. Monitors and ensures that trainings are renewed at appropriate times.

VIII. Program Staffing

- Specific Positions of the FD Program:
 - Director- This position is responsible for the administration of the Food Distribution Program in accordance with Federal and Tribal regulations. The Director supervises assigned staff and adheres to all duties listed on the attached LLBO Director job description.
 - Administrative/ Office Assistant- This position is the initial contact who greets the potential participant, completes the preliminary intake, assigns customer to Certification Staff and acts as day time security. This position has also been enhanced to include cross training for all FD Program Coordinator duties. All other duties are outlined in the attached job description.
 - Eligibility Specialist- This position is responsible for determining eligibility for Food Distribution and acts as a supervisor in the certification of applications. All other duties are outlined in the attached job description.
 - Certifiers- This position is responsible for working directly with the participants to complete applications and make food choices. They work with assigned caseloads to assist them in establishing a working knowledge of the family they serve. All other duties are listed in the attached job description.
 - Warehouse Coordinator- This position is responsible for the oversight of the storage, distribution and inventory, as well as, supervising warehouse staff. All other duties are listed in the attached job description.
 - Warehouse Workers- Primary duty of this position is to distribute inventory and oversee storage in warehouse. All other duties are listed in attached job description.
 - Nutritional Education Assistant- This position is responsible for providing basic nutrition education and activities to program participants. All other duties are listed in the attached job description.
- Additional support staff needed for the successful operation of this program includes the following:
 - Day time security provided as a dual duty of the male administrative/ office assistant and during evening hours provided by the Leech Lake Tribal Security Program who patrol all tribal buildings during "After Hours" and report immediately to the Leech Lake Tribal Police if further assistance is needed.
 - Diabetes Educator: These duties and Nutritional position are provided through the specialist diabetes LLDECEP program of the Health Division.
 - Health Screener: These duties and RN position is provided through the PHN department of the Health Division to conduct nutrition education and health screenings of FD participants during scheduled events and dates.

- *Other Supportive LLBO Program Staff:* All staff in this category will be used for related activities such as but not limited to outreach, interpreting, prescreening, assisting applicants in completing the application and securing needed verifications. All staff in this category are prohibited from conducting certification interviews or certifying food distribution applicants.
 - Security: LLBO security patrols the warehouse, office and FD premise to prevent theft, violence or infractions of rules. This position evicts unauthorized violators from the premise and calls the LLBO Tribal Police or Cass Lake Fire Department when the situation deems itself necessary.
 - Janitorial; These duties are shared by all staff assigned to this program and work within the building.
 - Nutritionists: This LLBO Health Division staff is responsible for promoting, maintaining and improving the health and wellness of participants of this program. This position completes assessments for individual health needs to determine program goals, as well as, planning, implementing, monitoring and evaluating programs designed to encourage healthy lifestyles. This position is responsible for visual aids, videos, nutritional displays in the local community and in the FD lobby. The nutritional education is extended to the elder congregate meal sites on the reservation as well. This position emphasized the four core nutritional education elements: Dietary quality, food security and safety, shopping behavioral/ food management and exercise.
 - Registered Nurse- This position offers blood pressure and blood glucose screening at the FD building. This position is supervised by the RN LLBO Director and conducts referrals to LLBO health professionals as well as assists with individual health plans.

IX. Nutrition Education

- All nutrition education materials are distributed at the food distribution facility, and also at various out-and about community events in order to promote FDPIR and the nutrition benefits of the program. Materials on the variety of FDPIR foods and their uses and storage guidance are also provided to participants. FDPIR foods are also used for cooking demonstrations and sampling.
- This effort is a collaboration with our Leech Lake Food Sovereignty Program and Food Sovereignty Education Program.

X. Financial Management

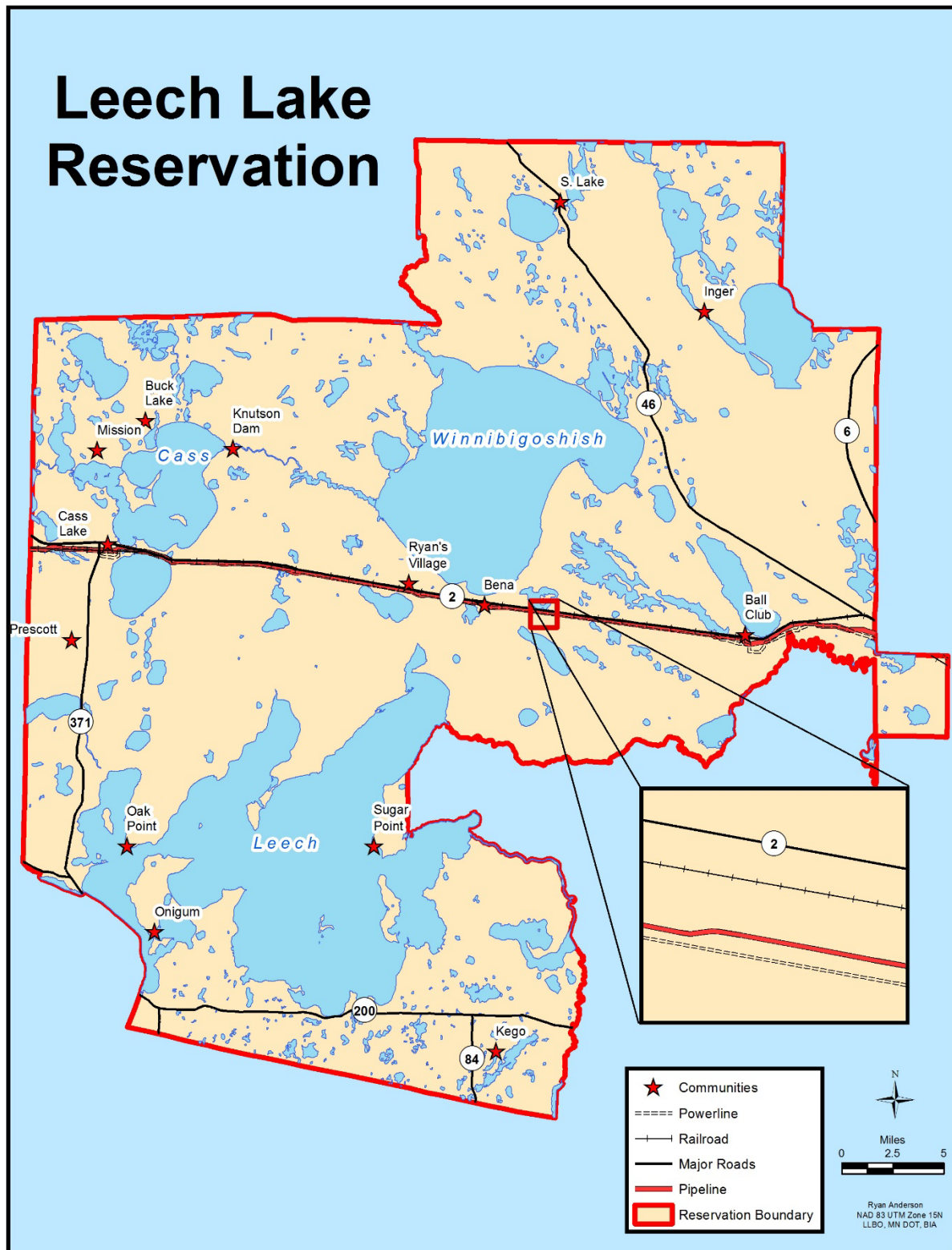
- Tribal Management System: Personnel Policies: General Administration Personnel Policies were adopted by the Tribal Council on January 7, 2000. Policies include the following Chapters: General Administration, Personnel Policies, Human Resources, Employee Relations, Employee Benefits and Compensation, Training and Career Development, and Finance. The Tribal Council acknowledges and recognizes that we must conform in a written format, rather than currently enforced internal policies, to ever-changing Department of Labor standards. A comprehensive Employee Code of Ethics has adopted by the Tribal Council.
- Liability and Risk Management programs: are included under the Tribal Health Division's institutional plan. Staffing meets the requirements for certification and qualifications to perform jobs as defined by accepted Joint Commission on Accreditation of Health Care Organizations and Federally Qualified Health Center protocols.
- Property: The Tribal Property Department utilizes written policies and procedures. Property Department personnel conduct annual inventory quality control measures, and Departmental property audits as necessary.
- Financial Management: The Tribal Council possesses established policies and procedures governing all financial transactions over its programs and accounting systems. These policies and procedures include written procedures covering recording of financial transactions; competent, experienced and professional staff; receipts and disbursements identified according to funding agency and approved budgets; and written policies for approval of all financial transactions and specific guidelines for disbursements. Accounting and Procurement Management systems are modeled after Federal Acquisitions Regulations contained in OMB Circular A-87, A-102 and A-133 and specific requirements established by funding agendas. In the event of a variance, federal regulations apply.
- Procurement and Contract Management: The Tribal Council has adopted the Procurement and Contract Management Manual that provides instruction, practices, procedures and responsibilities for economical and efficient management. The Manual requires that all activity conforms to 45 CFR 74, 45 CFR 92, 45 CFR 101, and OMB Circular A87 and A-133. Inherent to the Manual, federal law and regulation prevails. The proposed project's contract bidding and award process will be administered through the Central Purchasing Department, which is staffed by employees who are experienced and knowledgeable in contract policies and procedures. Contractual management including the entire bid-letting and contractual agreement process are managed by a Contract Review Team authorized by the Tribal Council to protect the interests of the Tribe, and to ensure that established procedures and legal requirements are followed and maintained.

- Independent Audit: An independent audit of all Tribal financial operations is performed on an annual basis. Each Division and Department has an Accountant assigned to oversee all Divisional fiscal management. Per your request the 2010 Audit Report from Miller, McDonald, Erickson and Moller, Ltd. will be provided with the Schedule of Expenditures of Federal Awards: Year Ended September 2022, in efforts to illustrate successful grants and contracts that Leech Lake manages. As can be seen, Leech Lake has extensive administrative experience in operating a wide variety of grant programs similar to this grant. The Tribal Council recently adopted Resolution No. 2007-37 by which reiterates Tribal Council commitment to comply with 25 CFR 900, Subpart F. This Resolution is also available upon request.
- Other Fiscal Information:
 - Salaries and client ration per staff remain essentially the same as in previous years. Salaries reflect RTC allowances, directives and merit personnel system, as well as, being comparable to local government and geographic scale- not less than the Federal Minimum Wage Scale. All COLA and wage increases may be suggested by the FD Director which is followed by official consideration by the LLBO RTC. All wage adjustments are placed in writing by the RTC and placed on a formal PCF which is signed by all appropriate supervisors and forwarded to the LLBO Accounting Department for processing.
 - Fringe Benefits are calculated at an annual rate of 30.23%. The breakdown is as follows: Social Security 6.2%, Medicare 1.45%, Health Insurance 16.,0%, Life Insurance .23%, Retirement.3.0%, Workers Comp 1.54%, Unemployment Insurance .84%, and Short-Term Disability Insurance .97%.
 - Travel Expenses for this program are based on historic costs and include staff training, staff meetings, home visits, and in-services. Regional and National Conferences are also included in this category.
 - Supplies for this program are self-explanatory, based on implementing the objectives of this program and are based on historic costs.
 - Insurance costs for this program covers the complex and premise, food, vehicles, industrial equipment and all building contents.
 - Other Costs: These items include all expenses for routine maintenance contracts, sanitation, pest control, copier fees and vehicle fleet department costs. In addition, the expenses for utilities, heating, cooler and furnace repairs are charged to this line item.
 - Telephone: This line item reflects local and long-dis1ance cell phone fees directly related to this project.

XI. Other

- *Certification, Inventory and Distribution System*
 - The Leech Lake Band of Ojibwe utilizes the SYGNAL system for certification and distribution. The SYGNAL system is maintained by FNS and is a web-based platform. Many notification forms are auto-generated in this system and therefore are not developed by the Tribe. The guide rate for issuance is also maintained in this system and is not the responsibility of the program operations. The Leech Lake Band of Ojibwe also uses this system to manage inventory and submit inventory reports. A monthly FNS-152 report is generated at the end of the month to report receipt of USDA Foods, distribution, food losses, foods used for nutrition education, and any required adjustments.
- *Assurances:* In the administration of FDPIR, the Leech Lake Band of Ojibwe also assures:
 - The value of the commodities provided to any eligible household shall not be considered income or resources for any purposes under any Federal, State, or local laws, including, but not limited to, laws relating to taxation, welfare, and public assistance programs; and no State agency shall decrease any assistance otherwise provided to a household because of the receipt of commodities.
 - The distribution of commodities shall not be used as a means for furthering the political interest of any individual or party.
 - Households shall not be required to make any payments in money, materials or services for, or in connection with, the receipt of commodities; and they shall not be solicited in connection with the receipt of commodities for voluntary cash contributions for any purpose.
 - Use of disclosure of information obtained from food distribution applicant households, exclusively for the Food Distribution Program, shall be restricted to persons directly connected with the administration or enforcement of the provisions of the Food Distribution Programs as defined in this part of this subchapter, the Food Stamp Act or regulations, or with other Federal or federally aided, means-tested assistance programs such as title IV-A (TANF), XIX (Medicaid), or XVI (SSI), or with general assistance programs that are subject to the joint processing requirements specified in § 273.2(j)(2)

Exhibits:





LEECH LAKE BAND OF OJIBWE
Food Distribution Program

16051 65th Ave NW / CASS LAKE, MN 56633 / Cass / Phone (218) 335-2676

Application

Date Rec'd: _____

Rec'd By: _____

INSTRUCTIONS: Complete the following information. If you **refuse to cooperate / provide verification**, your application will be denied. You must **provide proof / verification** of all income and allowable deductions.

Name (Head of Household): _____ County: _____

Street Address: _____ Household Size: _____

City/State/Zip Code: _____ Telephone No: _____

Email: _____

Do you live within the Area Served / Near Area / Neither ? _____

Directions to Your Home: _____

HOUSEHOLD MEMBERS: Complete the following for each member of your household. Your household means yourself and the people who live with you. List your name first. (Attached a separate sheet if you need to list additional household members.)

Name(s) of all Household Members (Last, First, Initial) Please Print	Relationship to Head of Household (self, spouse, daughter, son, cousin, etc.)	Date of Birth	Social Security No.	Member or Descendant

Are you or anyone in your household currently receiving SNAP Benefits?

☐ Yes ☐ No If yes, list names: _____

Have you or anyone in your household recently applied for SNAP Benefits?

☐ Yes ☐ No If yes, list names: _____

Have you or anyone in your household been disqualified from the Supplemental Nutrition Assistance Program for an intentional program violation?

☐ Yes ☐ No If yes, list names: _____

Are you or anyone in your household currently participating in the Food Distribution Program in other Agencies?

☐ Yes ☐ No If yes, Where and list names: _____

INCOME (EARNED & UNEARNED): List income from all sources for each household member including wages, social security, SSI, TANF, general/public assistance, foster care payments, unemployment or worker's compensation, child support, alimony, pensions, Veteran's benefits, per capita payments from gambling enterprises, work/training allowances, etc. Verification of income is required for all household members (pay check stubs, award letters, etc.). Households with earned income must provide a full month's wage statements. Attach a separate sheet if you need to list additional household members.

HOUSEHOLD MEMBER	EMPLOYER	SOURCE OF INCOME	TYPE OF INCOME (Wages, Social Security, , TANF, Child Support, etc.)	GROSS AMOUNT	HOW OFTEN PAID (Monthly, Bi-Weekly, Weekly)

SELF-EMPLOYMENT INCOME: Are there any members in your household who are self employed? ☐ Yes ☐ No

If yes, complete the following section. Payments from rental property, roomers, boarders, farming, and/or operating your own business is considered to be self-employment. Please provide a copy of last year's Federal income Tax form (1040, Schedules F, C, E, if applicable, or other proof of self-employment costs and income (current books showing income and expenses).

HOUSEHOLD MEMBER	TYPE OF BUSINESS(Farm, Ranch, Rental, Day care, etc)	OCCUPATION	Is your self-employment the primary source of income for meeting your living expenses?

STUDENTS Are there any students in your household who receive education grants, scholarship or loans? ☐ Yes ☐ No
If yes, complete the following section. Please provide verification.

HOUSEHOLD MEMBER	AMOUNT OF LOAN/GRANT	PERIOD OF TIME FUNDS INTENDED TO COVER	TYPE OF PAYMENT (Pell Grant, Student Loan, BIA)	AMOUNT USED TO PAY TUITION / SCHOOL FEES

ALLOWABLE DEDUCTIONS [Please provide verification]:

STANDARD SHELTER/UTILITY EXPENSE: Does anyone in your household pay, on a monthly basis, at least one shelter/utility expense? ☐ Yes ☐ No

If yes, type of shelter/utility expense paid monthly: _____

DEPENDENT CARE: Does anyone in your household pay for the care pf a child or other dependent when necessary for a household member to accept or continue employment or to attend training or pursue education which is preparatory to employment ☐ Yes ☐ No

If yes, name and address of person providing care: _____

Amount Paid: _____ How often paid (weekly, monthly, etc.): _____

CHILD SUPPORT: Does anyone in your household pay court ordered child support for a non-household member? ☐ Yes ☐ No

If yes, complete the following: Amount ordered to pay: _____ Amount actually paid: _____

EXCESS MEDICAL EXPENSES: Anyone in your household elderly and/or disabled? ☐ Yes ☐ No

If yes, complete the following: Monthly total of medical expenses, excluding special diets: _____

AUTHORIZED REPRESENTATIVE(S): To authorize someone outside your household to pick up your food, complete this section.

NAME(S)	ADDRESS	TELEPHONE NUMBER

RACIAL/ETHNIC DATA COLLECTION: This information is voluntary. If you do not provide this information, it will not affect your eligibility.

1. What is your ethnic category ☐ Hispanic or Latino **or** ☐ Not Hispanic or Latino
2. What is your race? ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander ☐ White

FAIR HEARING: If you disagree with any action taken on your case, you or your representative have the right to request a fair hearing. You may request a fair hearing in writing or orally. If you request a fair hearing, your case may be presented by a household member or representative, such as legal counsel, a relative, a friend or other spokesperson.

PENALTY WARNING: If your household receives USDA foods, it must follow the rules below. Failure to comply with these rules may result in a monetary claim being filed against the household and/or disqualification from participation in the Food Distribution Program.

1. Do not make false or misleading statements, misrepresent, conceal, or withhold facts regarding income, resources, household size, and/or participation in the SNAP Program in order to obtain Food Distribution Program benefits which your household is not entitled to receive.
2. Do not trade or sell USDA food.
3. Do not participate simultaneously in the SNAP Program and Food Distribution Program.

INTENTIONAL PROGRAM VIOLATION (IPV) PENALTIES: If you or any member of your household knowingly and willingly violate the rules above it is considered an Intentional Program Violation (IPV). Household members determined to have committed an IPV will be ineligible to participate in the Food Distribution Program for a period of 12 months for the first violation, for a period of 24 months for the second violation; and permanently for the third violation. Individual(s) committing an IPV may be referred to authorities for a prosecution.

AUTHORIZATION: I authorize the release of any necessary information or forms to the Food Distribution Office from individuals, businesses, schools, banking institutions, Federal/State/Tribal agencies needed to determine/verify my eligibility. I understand that this information will be used only for the purpose of helping to document my eligibility for Food Distribution benefits. This authorization is good for 12 months from the date signed or until revoked by me in writing.

CERTIFICATION STATEMENT: I certify that I have read this application and that the information contained in it is true and correct to the best of my knowledge. I understand that I must comply with Program rules and provide additional documentation if required, and that falsification of information on this form may be grounds for disqualification and/or claim action. I further understand that I must report within ten (10) calendar days after the change becomes known the following changes: a change in household size or composition; an increase in gross monthly income of more than \$100; a change in residence/address; when the household no longer incurs a shelter or utility expense; or a change in the legal obligation to pay child support.

Received Copy - Client's Signature: _____ Date: _____

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), religious creed, disability, age, political beliefs, 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 agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 (833) 620-1071, 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:

mail: Food and Nutrition Service, USDA 1320 Braddock Place, Room 334 Alexandria, VA 22314

fax: (833) 256-1665 or (202) 690-7442; email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.