Thank you for your recent interest in our Prairie Five Head Start and Early Head Start Programs. Head Start and Early Head Start provides free early childhood education to qualified children, ages birth to five. In addition, we also provide prenatal and post-natal services for pregnant women. To qualify for Head Start services your child must be 3 or 4 years old on or before September 1st of the year you are applying. If a child turns 3 years old during the program year, they are still eligible to apply but must turn 3 years old before enrolling in a classroom. Family incomes should not exceed the amounts listed below on the federal income guidelines. However, we can still take your application and we may still consider your child for enrollment if you do not fall under the federal income guideline as we have limited over income spots available.

Center location options for Head Start:
- Appleton
- Benson
- Canby
- Clinton
- Granite Falls
- KMS
- Madison
- Montevideo

How to apply for Head Start/Early Head Start:

Please read this application carefully and fill it out completely and accurately and provide us with the following information:

- **General information:** The information you provide will help us determine your child’s eligibility for Head Start or Early Head Start and will help us prioritize your application. We must also be able to reach you in order to enroll your child. If you move or change your phone number after completing this application, please notify us.
- **Income:** All family income for the last 12 months or calendar year must be reported. Please see examples on page 4.

Additional information you will be asked for:

- **Any custody papers/parenting plans/orders of protection**
- **Well child exam** that is due PRIOR to the first day of school that must include; a total body checkup, blood test for lead and hemoglobin, and a blood pressure reading.
- **Dental exam** that is due PRIOR to the first day of school (If unable to complete this requirement before the first day of school, please contact our Health Coordinator)
- Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt
- Copy of birth certificate
- Copy of health/dental insurance cards

**Physical, immunization or exemption, and dental forms will be provided by Prairie Five Head Start**

If you need help completing the application, please call the office at 1-800-443-4283 or 320-598-3118 or on the Enrollment Coordinator’s cell phone: 507-430-9710

What happens next?

As soon as we receive the completed application, including proof of income, we will review your application and schedule a time to meet with you in person or via phone to verify information on your application. All applicants are placed on a waiting list. Once we have received your child’s completed physical and dental exam and immunization record, we will contact you and let you know what the next step is. Our programs do not operate on a first-come first serve basis. When an opening becomes available in the option you requested, all individuals on the waiting list for that option are considered.

This application packet can either be:

<table>
<thead>
<tr>
<th>Mailed: Prairie Five Head Start</th>
<th>OR</th>
<th>Brought In: Your local Prairie Five Office</th>
<th>OR</th>
<th>Fax: 844-273-2299</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O Box 166 Madison, MN 56256</td>
<td></td>
<td>Head Start Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information on Prairie Five Head Start/Early Head Start please visit the following social media/sites: Prairie Five Head Start and Early Head Start Facebook page, www.prairiefive.org, or www.parentaware.org

EOE/AA/ADA Employer
## 2022-2023 Prairie Five Head Start Application

### Applicant (child applying for services)
- Has the applicant been in Head Start or Early Head Start before? [ ] Head Start [ ] Early Head Start
- Typical work/school schedule
  - [ ] Retired/Disabled
  - [ ] Full Time
  - [ ] Cell

### Child's Custody Status

*Must include legal documentation from the social worker, court papers, or other documentation as appropriate*
- Both Parents
- Mother Only
- Father Only
- Parent

#### Hispanic/Latino
- [ ] Yes
- [ ] No

#### Race
- [ ] White
- [ ] American Indian
- [ ] Asian
- [ ] Black/African American
- [ ] Multi/Bi-racial
- [ ] Native Hawaiian/Other Pacific Islander

#### Primary Language
- [ ] English
- [ ] Spanish
- [ ] Chuukese

#### Foster Child
- [ ] Yes
- [ ] No

### Parent/Guardian 1 (Primary)
- First Name
- Middle
- Last Name

#### Address
- Living Address
- Apt/Lot #
- City
- Zip Code
- Mail Address (If different than living address)

#### Phone
- Primary Phone number

#### Email
- Primary Email Address:

#### Additional Family & Household Members Living With Child
- [ ] Parent
- [ ] Guardian

#### Parent/Guardian 2 (Secondary)
- First Name
- Middle
- Last Name

#### Address
- Living Address
- Apt/Lot #
- City
- Zip Code
- Mail Address (If different than living address)

#### Phone
- Primary Phone number

### Typical work/school schedule:
- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday
- Usual hours at work/school:

### Parent/Guardian 2 (Secondary)
- First Name
- Middle
- Last Name

#### Address
- Living Address
- Apt/Lot #
- City
- Zip Code
- Mail Address (If different than living address)

#### Phone
- Primary Phone number

### Typical work/school schedule:
- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday
- Usual hours at work/school:

### ADDITIONAL Family & Household Members Living With Child
- [ ] Do Not Apply

#### Is mom currently pregnant? [ ] Yes [ ] No
- If YES, please indicate the mother's expectant due date:

### ADDITIONAL Children in Care
- First Name
- Middle
- Last Name

#### Address
- Living Address
- Apt/Lot #
- City
- Zip Code
- Mail Address (If different than living address)

#### Phone
- Primary Phone number

#### Email
- Primary Email Address:

#### Relationship To Child
- [ ] Parent
- [ ] Foster Parent
- [ ] Other

#### Race
- [ ] White
- [ ] American Indian
- [ ] Asian
- [ ] Black/African American
- [ ] Multi/Bi-racial

#### Highest Grade Completed
- [ ] High School Graduate
- [ ] GED
- [ ] Grade 9 or less
- [ ] Grade 10
- [ ] Grade 11
- [ ] No Education

#### Current Employment Status
- Full-time
- Part-time
- Seasonal
- Unemployed
- Retired/Disabled
- Incarcerated
- Parole/Probation

#### Provide Financial Support
- [ ] Yes
- [ ] No

#### Additional Information

### Is mom currently pregnant? [ ] Yes [ ] No
- If YES, please indicate the mother's expectant due date:
**Family Information**

**How did you hear about Prairie Five Head Start?**
- ☐ Returning family
- ☐ Family/friend
- ☐ Newspaper
- ☐ Facebook
- ☐ Radio
- ☐ Prairie Five website
- ☐ Other: ______

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

**Health & Wellness**

<table>
<thead>
<tr>
<th>Child’s Primary Medical Home</th>
<th>Clinic Name/ Address</th>
<th>Clinic Phone Number</th>
<th>Child’s Primary Dental Home</th>
<th>Dental Office Name/Address</th>
<th>Dental Office Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Has your child been seen at this clinic?**
- ☐ Yes ☐ No

**When was their last visit?**

**Has your child been seen at this clinic?**
- ☐ Yes ☐ No

**When was their last visit?**

**Child’s Health Insurance:**
- ☐ Private
- ☐ Blue Plus
- ☐ Medical Assistance
- ☐ No Insurance

**Child’s Dental Insurance:**
- ☐ Private
- ☐ Blue Plus
- ☐ Medical Assistance
- ☐ No Insurance

**Does your child have any current or chronic medical conditions?** (Ex: Seizures, diabetes, asthma, heart problems, etc.)
- ☐ Yes ☐ No

**Does your child have any health or developmental problems?** (Ex: Speech, social, emotional, hearing, vision, behavior)
- ☐ Yes ☐ No

**Do you have any concerns about your child’s physical, mental, or emotional development?**
- ☐ Yes ☐ No

**Has your child, or anyone in your household, been a victim of domestic or sexual abuse?**
- ☐ Yes ☐ No

**Has your child, or anyone in your household, been diagnosed with a disability/mental health or substance abuse?**
- ☐ Yes ☐ No

**Has the child had an immediate family member that has died?**
- ☐ Yes ☐ No

**Does your child have a current/active IEP or IFSP?**
- ☐ Yes ☐ No

**Does your child have any allergies to food or medications?**
*If your child has any known allergies you are required to have an allergy documentation form completed by your health care provider*
- ☐ Yes ☐ No

**Are you concerned about celebrating any holidays due to religious or ethnic beliefs?**
- ☐ Yes ☐ No

**What is your primary source of water?**
- ☐ City
- ☐ Private Well
- ☐ Rural Water
- ☐ Other
- ☐ Unknown

**Does your child receive fluoride from any of the following sources:**
- ☐ Tablets
- ☐ Drops
- ☐ Vitamins
- ☐ Toothpaste
- ☐ Mouth rinse
- ☐ Topical Treatment From Dentist

**In Case Of An Emergency List Two Local Contacts, WITHIN 30 MILES of DISTRICT. If Parents Are Not Available. MUST List Two People Who Are NOT the Child’s Parents (REQUIRED-CANNOT BE LEFT BLANK)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Relation To Child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact #1

Contact #2
Attach any of the following documents that you have received for the previous calendar year. Your application is incomplete without income verification and your child will not be placed on our wait list without income verification.

- ✓ Tax return/W-2 for the past year completed and signed (1040, 1040A)
- ✓ TANF Award letter
- ✓ SSI Award letter (Supplemental Security Income)
- ✓ Unemployment/Worker’s Comp Statement
- ✓ Child Support
- ✓ Student Grant Award Letter(s)
- ✓ Foster Placement Form (Legal Documentation)
- ✓ Adoption Stipend
- ✓ Retirement/Pension
- ✓ Social Security (Disability) Award Letter

PROOF OF INCOME MUST ACCOMPANY THIS APPLICATION!

I give permission to Prairie Five Head Start to verify my income and any materials related to my eligibility. To the best of my knowledge the information I have given is accurate and true. If any part of it is false, my participation in the Prairie Five Head Start program may be terminated.

Parent/Guardian Signature __________________________ Date __________________________

OFFICE USE ONLY

Date Application Received: __________________________ Gross Annual Income: __________________________ Income Source: __________________________ Date Verified: __________________________ Number in household: __________________________

This family is:
- □ Income Eligible <100%
- □ TANF (MFIP)
- □ Foster Care
- □ Homeless
- □ SSI
- □ <101-130%
- □ Over Income

Date entered into ChildPlus: __________________________

ERSEA Signature: __________________________ Date: __________________________
Head Start Child/Family
Housing Questionnaire

Please answer the questions below that best describes your living situation. The purpose of this information is to ensure the rights of your child under the McKinney Vento Assistance Act.

Do you or your family live in any of these situations? (Check all that apply)

☐ In a shelter (family shelter, domestic violence, youth or temporary housing)
  • Which shelter are you staying at? __________________________________________________________
  • Can we call to confirm? □Yes □No

☐ In a motel, hotel, or weekly rate housing

☐ Doubled up with friends or relatives because you cannot find or afford housing
  • How long have you been staying there? ____________________________
  • Why are you staying there (what caused you to move in?) _____________________________________________
  • How long can you stay there? _______________________________________

☐ In an abandoned building, in cars, trailers, campgrounds, public places, or other inadequate accommodations
  • Please describe where you are living ________________________________________________________________

☐ On the street

☐ Awaiting foster care placement

☐ With friends or relatives because you are an unaccompanied youth

☐ None of the above apply

Please list the child(ren) who “lack a fixed, regular, and adequate night-time residence.”

<table>
<thead>
<tr>
<th>First</th>
<th>Name of Child(ren)</th>
<th>Middle</th>
<th>Last</th>
<th>Male/Female</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The child(ren) named qualify for the Head Start/State program and they should be given the rights listed below.

Based on the McKinney Vento Homeless Education Assistance Act, your children have the right to:
• Be found income eligible for participation in Head Start programs if families/children are defined as homeless.
• Enroll in program without giving a permanent address and attend programs while the agency arranges for copies of immunization records or other documents required for enrollment.
• Receive the same special programs and services, if needed, as provided to all other children served in Head Start/State programs.
• Have enrollment disputes quickly addressed.

______________________________________________________
Parent/Guardian Signature  Date

This information is confidential and shall be kept for the current school year only
For Applicants of Prairie Five CAC, Inc. Programs

The purpose of this information is to tell about your rights and responsibilities. It also tells you what to do if you have any problems.

Your privacy rights: Information That Is Shared

Why does Prairie Five need this information?
• To decide if you can get service or assistance
• To tell us how much assistance to give you

What happens if I do not give Prairie Five all the facts?
• You might not be able to get services or assistance

Who else sees this information?
• We may share this information with:
  o state and local welfare agencies
  o community based organizations
  o local and state public and private human service agencies
  o Minnesota Department of Jobs and Training
  o United States Department of Labor
  o United States Department of Health and Human Services
  o State and local educational programs (as allowed by law)
• This information may be used for research, experimental procedures, or public relations activities

How long does Prairie Five keep this information?
• We keep your file for as long as the law says we should.

Can I see my file?
• You may see all the things in your file.

What if I think the facts in my file are wrong?
• Talk to the EHS/HS Director about what you think is wrong in your file.

Where do I get more facts about my privacy rights?
• Ask the EHS/HS Director.

What happens if I give false information?
• If you give false information on any of these forms and know it is false, we can charge you with fraud
The agency may check out any of the information you give. The only way the agency can get some information is with your signed consent. If you do not sign a consent form, you may not get services or help.

For more information, please see Minnesota Statutes Chapter 13.04, Rights of subjects of data.

By signing below, I acknowledge that I have read, understand, and agree to these terms

_____________________________________________________________     ___________________________
Parent/Guardian Signature                              Date

Upon request this application can be made available in an alternate format such as Braille, large print, etc.
Authorization

Child’s full legal name: ____________________________________________

I give Prairie Five Head Start permission to release and obtain information to/from the following: (Please initial the following)

_____ 1. School district; preschool screening that is mandated by the state of Minnesota
_____ 2. School district; Special Education services (If applicable)
_____ 3. School district; Release family & sibling information for the census database
_____ 4. Countryside Public Health
_____ 5. Medical and dental offices regarding records that are required for enrollment
_____ 6. Pull immunizations from MIIC or applicable state website
_____ 7. Greater Minnesota or other Mental Health Provider: ________________________________
_____ 8. Family Services (please list county & social worker): ______________________________
_____ 9. Prairie Five Outreach services (housing, energy assistance, food, clothing, etc.)
_____ 10. Other (please list): _______________________________________________________

I give my child permission to participate in the following: (Please initial the following)

_____ 1. Any incomplete preschool screenings such as hearing, vision, Brigance that is mandated by the state of Minnesota
_____ 2. Being present in the classroom for observations from a mental health professional to provide teacher support.
_____ 3. Health Observation Screening (height/weight)
* Tape measure for height, digital scale for weight.
_____ 4. Receive first aid and/or CPR by certified personnel if needed
*If not initialed, Prairie Five Head Start Health Coordinator will contact you regarding alternative actions
_____ 5. Finger prick, if no record is on file of previous lead testing
*If not initialed, Prairie Five Head Start Health Coordinator will contact you regarding alternative actions

Use of:

_____ a. Hand sanitizer
_____ b. Soap & water before meals
_____ c. Sunscreen
_____ d. Unscented lotion
_____ e. Insect repellent
_____ f. Encourage use of face mask due to COVID-19 mandate
*Classrooms will provide face masks & educational materials to children and families
_____ g. Forehead/armpit thermometer

_____ 6. Have 911 called in a life threatening situation such as air way, breathing, circulation, and/or altered level of consciousness complications
*If not initialed, Prairie Five Head Start Health Coordinator will contact you regarding alternative actions
_____ 7. May have pictures and videos taken while participating in the program which may be used for documentation
_____ 8. May have pictures published in local newspapers
_____ 9. May have pictures published in classroom/program newsletters
**Pictures or videos may be produced by school districts, please notify school district to refuse permission to publish**

This permission is granted only for the child’s current enrollment year in the Head Start program and will need to be signed yearly

________________________________________       ___________________
Parent/Guardian Signature                        Date:

________________________________________       ___________________
Reviewed By (Office Staff)                        Date
PERSONALLY IDENTIFIABLE INFORMATION DISCLOSURE AUTHORIZATION FORM

The Head Start Program Performance Standards (45 C.F.R. §1301 et seq.) afford certain rights to parents/legal guardians concerning the privacy of, and access to, their child’s records. In compliance with the Head Start Program Performance Standards Prairie Five C.A.C. Head Start/Early Head Start is prohibited from providing Personally Identifiable Information (PII) from your child’s records to certain outside parties, such as child’s name, identifying information about him/her, and any information from assessments, health data, or other child record information. Parent/legal guardians may choose to complete and submit this form to Prairie Five C.A.C. Head Start/Early Head Start allowing the release of their child’s records to specified third parties. **Giving this consent is voluntary and not required.** Please note that while this form authorizes Prairie Five C.A.C. Head Start/Early Head Start to release child records to third parties, it does not obligate Prairie Five C.A.C. Head Start/Early Head Start to do so. Prairie Five C.A.C. Head Start/Early Head Start reserves the right to review and respond to requests for release of child records on a case-by-case basis. For additional information, review Prairie Five C.A.C. Head Start/Early Head Start’s Parent Handbook at www.prairiefive.org

**Child’s full legal name:**

SECTION A. TYPES OF CHILD RECORDS AUTHORIZED TO BE RELEASED:

I, _____________________________, the parent/legal guardian of the child named above, hereby request that copies of the following records be released.

**PLEASE CHECK THE FOLLOWING:**

☐ All documentation listed below:
  - [ ] Academic Information (registration, enrollment status, demographics, attendance records, residency status, mailing address, academic goals and progress updates, assessment summaries, screening information) Evaluations performed by outside agencies, such as IEP/IFSP cannot be released by Prairie Five C.A.C. Head Start/Early Head Start.
  - [ ] Eligibility Information (Birth certificate, all documents provided to Prairie Five C.A.C. Head Start/Early Head Start used to determine child’s eligibility for Head Start/Early Head Start)
  - [ ] Health Information (Medical forms, medical notes, physician’s notes, nurse’s notes, immunizations, personal health information such as diagnoses, diet plans, medication administration)
  - [ ] Individualized Supports (incident/injury reports, behavior plans, ASQ:SE)
  - [ ] Other (Please specify) _____________________________

SECTION B. – REASON FOR RECORD RELEASE:

The reason the records are being released is: Aid into transition to school district

SECTION C. - PERSON(S)/ORGANIZATIONS TO WHOM ACCESS TO CHILD RECORDS MAY BE PROVIDED SUCH AS NON-CUSTODIAL PARENTS, MEDICAL/DENTAL PROVIDERS, FAMILY SERVICES AND GREATER MINNESOTA

<table>
<thead>
<tr>
<th>School district</th>
<th>to whom access to records may be provided (list current district)</th>
<th>Daycare: Name of person/organization to whom access to records may be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of person/org. to whom access to records may be provided</td>
<td>Address of person/org. to whom access to records may be provided</td>
<td></td>
</tr>
<tr>
<td>Relationship to child</td>
<td>Relationship to child</td>
<td></td>
</tr>
</tbody>
</table>

IF YOU NEED MORE SPACE FOR ADDITIONAL PERSONS/ORGANIZATIONS, PLEASE INCLUDE THEIR NAMES, ADDRESSES, AND RELATIONSHIPS ON THE BACK OF THIS FORM

SECTION D. - CERTIFICATION:

I understand that (1) I have the right not to consent to the release of my child’s records, (2) I give this consent voluntarily, (3) I have the right to inspect any written records released pursuant to this Consent, and (4) this authorization shall remain in effect unless I revoke such consent by filing a new one of these Consent forms with ‘Revocation of Consent’ section (section E below) completed, and the revocation is received and processed by Prairie Five C.A.C. Head Start/Early Head Start.

<table>
<thead>
<tr>
<th>Parent/Legal Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

** REVOCATION OF THIS CONSENT, TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN IN THE EVENT THAT S/HE Chooses TO REVOKE HIS/HER CONSENT TO RELEASE DATA IN CHILD RECORDS.**

SECTION E. – REVOCATION OF CONSENT:

☐ I hereby revoke the consent granted above. (Not valid unless received by Prairie Five C.A.C. Head Start/Early Head Start). I understand actions taken by Prairie Five C.A.C. Head Start/Early Head Start regarding releases of my child’s records prior to receipt and processing of this revocation cannot be revoked or changed. ☐ Other

<table>
<thead>
<tr>
<th>Parent/Legal Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Dear Parents or Guardians,

Your child care center participates in the U.S. Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP) which ensures healthy meals are served to your children. Good nutrition today means a stronger tomorrow! To meet CACFP requirements specific enrollment information must be collected annually. Please complete this form and return it to your child care center.

Name of the Child Care Center: _______________________________

Beginning Date of Child Care: _________________________________

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the normal hours your child is in care*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check the meals your child normally receives while in care:

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>PM Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District/Program:</td>
<td>School District/Program:</td>
<td>School District/Program:</td>
<td></td>
</tr>
</tbody>
</table>

*(for example, 7:30 a.m. – 5 p.m.; for a split schedule, 7:30 a.m. – 9 a.m. and 12:30 p.m. – 5 p.m.)

Beginning Date of Child Care: ______________________________________________________________________

If there are other children in care, please complete additional forms as needed.

Parent/Guardian Signature: ___________________________ Date Signed (form completed annually): ____________

Parent/Guardian Name (print): ___________________________ Home Phone: ___________ Work Phone: _____________

Mailing Address: ___________________________ City: ___________________ State: ________ Zip: ________

For questions please contact: Minnesota Department of Education – Food and Nutrition Services
1500 Highway 36 West, Roseville, MN 55136
651-582-8526 or 1-800-366-9922 – mde.fns@state.mn.us

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 institution participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 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. Additionally, program information may be made available in languages other than English.

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

(1) Mail or Fax: (202) 690-7442 or Email: program.intake@usda.gov

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

This institution is an equal opportunity provider.