



March 27, 2018

Mail: Certified Receipt No. 7013 1710 0000 9755 9573

Kenneth Cox, Superintendent
Minidoka County School District
429 12th Street
Rupert, ID 83350

Dear Superintendent Cox,

On February 12-13, 2018, State Department of Education (SDE) Coordinators Jennifer Butler and TJ Goodsell conducted an Administrative Review of Minidoka School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- USDA Foods
- Fresh Fruit and Vegetable Program (FFVP)

The sites reviewed were Rupert Elementary School and Day Treatment Elementary School.

The State agency (SA) would like to commend Russ Taylor and the entire staff of Minidoka School District for their hard work operating the school nutrition programs.

Overview

The Richard B. Russell National School Lunch Act, amended by the addition of Section 201 to the Healthy Hunger Free Kids Act of 2010, requires a unified accountability system designed to ensure that participating school food authorities (SFA) comply with USDA requirements. The objectives of the Administrative Review are to:

- Determine whether the SFA meets program requirements
- Provide technical assistance
- Secure any needed corrective action
- Assess fiscal action and, when applicable, recover improperly paid funds

Review Frequency and Scope of Review

The Healthy Hunger-Free Kids Act mandates State agencies conduct an Administrative Review a minimum of one time during a three-year cycle to evaluate Critical and General Areas of Review, including:

- Performance Standard 1: Meal Access and Reimbursement
- Performance Standard 2: Meal Pattern and Nutritional Quality
- General Areas of Review: Resource Management, Food Safety, Local School Wellness Policy, Smart Snacks, Civil Rights, Buy American, Professional Standards, and other areas of general program compliance.

These were the SA determined findings and the SFA response to the findings:

Findings and Corrective Action Plan (CAP)

Finding 1 – Certification and Benefit Issuance

A statistical sample of benefit determination for 525 students was reviewed. Within this sample, application errors resulted in a 4.38% error rate. Most of these errors were due to processing applications with missing information that should have been considered denied as incomplete. Fiscal action was calculated for these benefit issuance errors.

- Twenty-two applications (affecting fifty-five students) were incomplete and should not have been determined for benefits until all required information was included on the application. Twenty-one of these applications were missing the required social security number information. All households were contacted while SA reviewers were onsite and the missing information was obtained and the applications completed and determined.
- Two applications were missing a household total and households were contacted to verify the total household members while SA reviewers were onsite. One application (1 student) resulted in a change from free to denied as the household reported an additional household member with income. A letter of adverse action was sent while SA reviewers were onsite.
- One application (4 students) was incorrectly calculated resulting in a change from free to reduced. A letter of adverse action was sent while SA reviewers were onsite.

To support understanding of determination requirements, please upload into MyIdahoCNP (MICNP) Review Attachments course certifications showing completion of the online training course titled *Application Determination* for the Foodservice Director and Foodservice Secretary. Also upload a statement advising how kitchen managers who assist in application determination will receive training on application determination for next school year.

Timeframe for CAP completion: Due February 28; completed February 28, 2018.

Sponsor Response to CAP: Two letters of adverse action were sent on February 13, with changes to benefits to be made on February 23. A copy of an updated benefit issuance list showing the changes were made was uploaded into MICNP. Also, training certifications for the Foodservice Director and Foodservice Secretary showing completion of *Application Determination* training on February 20, 2018, were uploaded. Lastly, a narrative stating that kitchen managers will be required to complete the *Application Determination* online training course and submit the certificate of completion to the foodservice office was uploaded.

Finding 2 – Certification and Benefit Issuance II

One application (2 students) was missing a dollar amount for income earned. This household was sent a letter, while SA reviewers were onsite, advising the application was being verified for cause. The household was asked to provide income verification by February 27, 2018, or the students will be changed to full pay. Upload copies of all documentation received and final determination into MICNP. If no response is received by the requested date change students to full pay and upload benefit issuance documentation.

Timeframe for CAP completion: Due February 28; completed February 28, 2018.

Sponsor Response to CAP: A copy of an updated benefit issuance list was uploaded showing that the two students were changed to paid status due to no response received from the household.

Finding 3 – Verification

One application (3 students) from the verification pool was incorrectly calculated. The SFA changed the results from free to reduced, but should have changed the household benefits from free to denied.

Timeframe for CAP completion: Due February 28; completed February 23, 2018.

Sponsor Response to CAP: A letter of adverse action was sent on February 13, with changes to benefits to be made on February 23. A copy of an updated benefit issuance list showing the changes were made was uploaded into MICNP.

Finding 4 – Civil Rights

School Foodservice Authority staff who interact with program applicants or participants (i.e. Cafeteria staff, Free and Reduced Application approval staff) and their supervisors, as well as the Hearing Official must have annual civil rights training. Superintendent Kenneth Cox is listed as the Hearing Official so must have annual USDA civil rights training. Training is available under the Training Resources tab on the CNP Resource Center website.

Timeframe for CAP completion: Due February 28; completed February 26, 2018.

Sponsor Response to CAP: A Civil Rights training agenda and sign-in sheet was uploaded listing the Hearing Official as completing training on February 26, 2018.

Finding 5 – Resource Management

The Fresh Fruit and Vegetable Program (FFVP) is a Catalog of Federal Domestic Assistance (CFDA) Program that must be tracked under the Child Nutrition fund. Move all revenue and expenses for the FFVP Fund 100 into the Child Nutrition Fund 290. Upload into MICNP a Fund 290 detailed financial report demonstrating this transfer of funds.

Timeframe for CAP completion: Due February 28; completed February 26, 2018.

Sponsor Response to CAP: A copy of the general ledger for the Child Nutrition Fund 290 was uploaded showing the inclusion of the FFVP.

Finding 6 – Resource Management

It was unclear how the indirect cost rate was applied to the nonprofit child nutrition account and questions submitted prior to the AR were not clearly answered by the onsite review. Upload documentation describing how expenses are calculated when charging indirect costs.

This documentation should explain what expenses are removed when applying the indirect cost rate.

Timeframe for CAP completion: Due February 28; completed February 26, 2018.

Sponsor Response to CAP: The SFA provided a response explaining that the business manager identifies the expenses and subtracts food costs and capitol expenses to identify an expense balance to multiply by the assigned indirect cost rate.

Finding 7– Non-program Food Revenue

SFAs are required to determine if the percent of total revenue that is generated from their nonprogram food sales is equal to or greater than the percent of total food costs that are attributable to the SFA's purchase of nonprogram foods (7 CFR 210.14(f)). Provide documentation of the simplified approach to assess compliance by completing the nonprogram food revenue tools provided by the SA. This simplified approach allows SFAs to separate their nonprogram food costs from their program food costs for a period of at least 5 consecutive operating days. Upload a completed nonprogram food revenue tool (NPFRT) for all breakfast and lunch menus into MICNP.

Timeframe for CAP completion: Due February 28; completed February 21 and 23, 2018.

Sponsor Response to CAP: The SFA uploaded two NPFRTs reflecting a five-day period of breakfast and lunch menu costs and revenues for grades K-12.

Finding 8 – Professional Standards

Effective July 1, 2015, per USDA Professional Standards, Food Service Directors must have at least eight hours of food safety training within the past five years. *Food Safety in Schools* (formerly known as *Serving it Safe*) is available through the Institute of Child Nutrition (ICN) on-line and free. Upload a training certificate indicating successful completion of at least eight hours food safety training into MICNP Review Attachments.

Timeframe for CAP completion: Due February 28; extended to March 7; completed March 7, 2018.

Sponsor Response to CAP: The Food Service Director's *Food Safety in Schools* certification of completion dated 03/07/18 was uploaded into MICNP.

Finding 9 – SFA On-Site Monitoring

The SFA only completed 3 of the 9 required School Food Authority On-Site Reviews for National School Lunch. According to 7 CFR 210.8 (a)(1) and 7 CFR 220.11 (d)(1), each SFA with two or more feeding sites must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating NSLP and 50% of schools operating SBP under its jurisdiction prior to February 1, each school year. The remaining 6 lunch reviews must be completed. To reinforce annual requirements, complete the *SFA On-Site Monitoring Reviews* training located in the CNP Digital Learning Portal.

Timeframe for CAP completion: Due February 28; completed February 23, 2018

Sponsor Response to CAP: Completed copies of the *School Food Authority On-Site Review Checklist* for lunch for all sites were uploaded. Additionally, a copy of the course certification indicating completion by the Foodservice Director on February 19, 2018, was uploaded.

Fiscal Action

Due to a 4.38% benefit issuance error rate, fiscal action resulted in \$6,226.60. This financial adjustment will be withheld from subsequent claims.

Commendations

- The foodservice director and secretary were responsive to SA reviewers and open to suggestions and technical assistance.
- The food storage warehouse is incredibly well organized. Foods are rotated on a regular basis and freezers and cold storage units are arranged to allow for easy review of available products.
- Kitchen manager and staff at Rupert Elementary exhibited a desire to serve students within regulation requirements and were open to suggestions. Meals observed were served in a warm, welcoming environment. Students were provided with many choices at both breakfast and lunch – with an abundance of vegetables and fruits, fresh and cooked or canned.
- The salad bar at Day Treatment Elementary is well stocked with colorful options of fruits and vegetables. All students were encouraged to enjoy their favorite items and to take more if they were hungry enough to eat all that was on their tray. While a share table was available, this site experiences very little waste of the foods on the salad bar! Nice job by teachers and the kitchen manager who engage with each student on an individual, personal and professional level. The kitchen manager handles all the responsibilities of food service as a sole individual and does a fantastic job keeping things organized while serving foods in an appealing setting!

Technical Assistance (TA)

Certification and Benefit Issuance

- It was observed that multiple households resubmitted applications reporting lower income after receiving notification of a denial of benefits for being over the income limits. The SA recommends following up with these households on the reasons for the income decrease and implementing “verification for cause” as necessary. According to the eligibility manual, LEAs have an obligation to follow-up when households submit applications with questionable and incomplete information. *SP13-2012 Verification for Cause in School Meal Programs* states, “Verification for cause may be conducted at any time during the school year.”
- Never discard applications received from households. If a determination method such as Direct Certification or Migrant overrides the benefit determined on an application, make a notation on the application of the new benefit and file the applications in groupings with the method determined.
- When printing the State Direct Certification list, export to PDF first in order to capture the appropriate heading on all pages as evidence of the list's validity. When this report

is printed in Excel, the header only indicates one page and no heading is included on subsequent pages.

Verification

- When conducting verification, the “Official Use Only” box should be completed by the confirmation official prior to informing the household that they are subject to verification. After determining the results of verification, the verifying official must sign and date in the “Official Use Only” box. The SY17-18 applications subject to verification were left blank in the “Official Use Only” box.
 - The Confirming Official, who must be a different individual than the Determining Official or may be a POS software system, must review an application prior to beginning the Verification process. This ensures the application eligibility was determined correctly. The Confirming Official must complete the “Official Use Only” box on the free and reduced application that has been selected for verification. Once the verification process has been completed and results determined, the Verification Official, who can be either the Confirming or Determining Official, must complete the “Official Use Only” box on the F/R application. Verification must be in line with requirements outlined in 7 CFR 245.6a.
- Based on an extremely high non-response rate on applications that were chosen for verification, the SA recommends implementing a “verification for cause” process at the beginning of the new school year on any application received from a household that did not respond to verification efforts from the previous school year.
- All notification letters sent to households as part of the verification process must be kept with the application and supporting verification documentation for a complete record. Copies of the original notification of verification letters along with copies of the 2nd attempt letter were not on file.
- The Notice of Verification Results does not have the correct short Non-Discrimination Statement. Please update this letter template in your software system to include the correct statement.

Dietary Specifications and Nutrient Analysis

- SA contractor Laura Thomas, MEd, RD, LD, conducted the menu analysis for the review week and provided the following TA:
 - Spoke with director and kitchen manager on importance of clear understanding by line staff on the implications of vegetable changes at service time.
 - Refried beans originally in the beef taco recipe were intended to be offered as the vegetable from the line. The production recipe was updated but the vegetable choice remained corn, thus no legumes were offered this menu week. The error has already been corrected in future menu plans.
 - Assisted kitchen manager with vegetable subgroups and menu substitutions.
 - Vegetables on menu for onsite review day were tater tots, green beans and salad bar items; most students were offered green peas from

previous day menu in place of green beans. This was an incorrect vegetable subgroup substitution. Since the site visit was on a Tuesday, there was time to assure subgroups requirements are met during the rest of the week.

- When vegetable substitutions from a different subgroup are made, the issue of subgroups should be reviewed and any needed changes made to remaining week offerings if the change affects meeting subgroup requirements.
- It was recommended that a copy of a vegetable subgroup list be printed and provided to all kitchen managers at the next managers meeting. Managers should be asked to post the list in their kitchen and refer to it to identify an appropriate vegetable substitute.
- It is recommended that kitchen managers be informed of the work involved in creating a compliant daily and weekly menu, and how critical it is that the production records be followed as written and only appropriate substitutions be made.

Meal Components and Quantities

- SA contractor Laura Thomas, MEd, RD, LD, conducted the menu analysis for the review week and provided the following TA:
 - Assisted kitchen manager with ways to convert CN labeled portions that are difficult to measure (such as 3.36 oz.) into meaningful service line units (# 8 scoop, 3 pieces, etc.) for accuracy and ease of work at serving line.
 - Instructed director to provide production records/resources with serving line amounts, such as 8 tater tots, ½ cup portion, etc., rather than portion weights used in computer menu development program.
 - Clearly denote breakfast menu choices to avoid over-serving components and assure menus are within nutrition targets.
 - Accurately reflect K-8 grade range on all materials for the Day Treatment center.
 - Correctly classify yogurt (and cheese) as a meat alternate on breakfast signage.

Offer versus Serve (OVS)

- Schools operating OVS must have documented annual training. OVS training was held on January 24, 2018, prior to the AR. This training should be incorporated with other required training held at the beginning of each school year. For subsequent school years, be sure to have a plan to cover OVS at the beginning of each school year with periodic refreshers included as necessary.

Food Safety

- SA contractor Laura Thomas, MEd, RD, LD, conducted the menu analysis for the review week and provided the following TA:
 - Instructed kitchen manager on proper hand washing and appropriate glove use.
 - Recommended refresher staff training session on handwashing.
 - Add a bodily fluids clean-up procedure to the HACCAP manual as required per Idaho Food Code.
 - Procedure was included in manual prior to SA onsite review; however, it was unclear if staff training has occurred. Be sure to incorporate this procedure into the required annual training.
 - Have thermometers for specific uses. Thermometer in storeroom was for a refrigerator/freezer. A room thermometer would be more appropriate.

- Health inspection report must be posted in a publically visible location. It was observed to be posted in the kitchen above the manager's desk.
 - Inspection report was moved prior to SA onsite review.
- Starting July 1, 2018, the Idaho Food Code requires a Person in Charge to demonstrate knowledge of food safety practices by completion of one of the examinations and courses that meets the demonstration of knowledge requirements in Section 2-102.11 of the Idaho Food Code.
- One box of whole grain macaroni from 2013 was located in the dry storage area at Day Treatment Elementary. Please dispose of the product as it is out of date.

Fresh Fruit and Vegetable Program

- Schools must widely publicize the FFVP. It was discussed that a promotional message could be added to the school's newsletter.
- It is recommended that teachers be reminded of the need to follow food safety practices and ensure distribution of fruits and vegetables shortly following delivery to classroom. It was discussed that a reminder could be emailed to teachers.

Resource Management

- If a Capital Expenditure Request is approved and the final cost is different than what was originally reported in the request, this cost should be edited in the Capital Expenditure Request so the record shows the accurate expense. Two requests were approved in SY16-17, but in comparing the expenditures in the general ledger one expense was higher than was approved and one was lower than was approved. These discrepancies should be infrequent if correct bidding procedures are followed.
- A maximum of three (3) months operating balance is allowable in the National School Lunch Program. Excess funds should be used to improve the program, either in food costs with the quality of food, or procuring safer or more efficient equipment. The balance can exceed the limit if future planned expenditures for equipment, supplies, or program expansions exist; however, a proposal to expend funds must be submitted to the State agency.
- Expenses paid in SY16-17 for concrete barriers outside of the SFA warehouse would generally be unallowable to be charged against the foodservice account. However, given that the barriers were required to prevent vehicles from passing behind the warehouse it was determined to be necessary to ensure the safety of those operating equipment. The SA will not require general funds to pay this amount back. In the future, SA approval must be obtained in advance for this type of expense. The new indirect calculation will help offset expenses at the warehouse that should be covered by general funds.
- The SFA must ensure the mathematical accuracy of the computation of the indirect cost rate. Attention should be on the allowability of the indirect costs included in the indirect cost pool and ensure that costs are not included in both the indirect cost pool and direct cost base. If direct costs are incurred for phone and printing, those costs should be excluded from the indirect calculation.

- Allowable costs, direct and indirect, must be identified in a consistent manner. An LEA must identify indirect costs by using the same methodology to allocate certain shared costs.

Civil Rights

- Ensure the correct USDA Non-Discrimination Statement is included on all public documents dealing with USDA Child Nutrition Programs.
 - The short non-discrimination statement is for use on documents less than one page (double-sided) in length; the long statement is for use on longer documents and can be found on the CNP website under Civil Rights.
- The electronic POS software includes the old long non-discrimination statement in the letter templates. Update these templates to include the correct statement.

SFA On-Site Monitoring

- Ideally, separate forms will be utilized for breakfast and lunch reviews; however, the SA has allowed the same form to be used for both observations if different colored pens are used to document and separate the responses for each review. The line asking for the date of the last breakfast review is to help guide the SFA to identify the requirement to review at least 50% of the sites for breakfast every other year, with a site being reviewed at least every two years.
- Each component of the review must be identified as either compliant (yes) or non-compliant (no); do not leave items blank. If there are areas of non-compliance, a Corrective Action Plan (CAP) is required. A follow up visit, conducted within 45 days and documented, must take place to ensure CAP was satisfied.
- SA recommends establishing a spreadsheet for ease of documenting dates of review along with identifying breakfast sites to ensure 50% have been reviewed prior to February 1, every school year.

Local School Wellness Policy (LWP)

- The LEA's current LWP (effective June 2017) is missing required elements, such as Food and Beverage Marketing. The wellness policy committee must work to get the LWP compliant with the final rule. Please refer to the Idaho Wellness Policy Progress Report completed by the SA and provided during the AR to identify the missing elements to be addressed.
 - Policy 590.00 Student Wellness was adopted June 19, 2017
 - Policy 1007.00 Nutrition was revised June 19, 2017
- The final rule on wellness policies (§210.31) requires LEAs to conduct an assessment of their implementation of wellness policy at least every 3 years, and make the triennial assessment, including progress toward meeting the goals of the policy, available to the public. No such assessment was available on the district's website or provided for the administrative review.
- For more information regarding local wellness policies, please visit the Idaho SDE Child Nutrition Programs School Wellness website.

Professional Standards

- Utilized Training log does not indicate the subject matter or type of training completed. Logs must include the key area/topics and training subjects completed with certificates, agendas, and sign-in sheets retained for backup. The SA has made available a template tracking log prompting this information and Professional Standards Learning Objectives and Topics with Codes which can be found on the USDA Professional Standards Website.

Procurement

- A separate procurement review was completed by Keddington & Christensen, LLC on September 7, 2017. No findings requiring corrective action were found, but seven areas of technical assistance were noted. Please follow the guidance provided in this NSLP Procurement Review and bring the Procurement Policy into compliance with Federal Regulations before the next review.

Special Provision Options

- Provision 2 Base Year (SY14-15) benefit issuance was previously validated by the SA on 02/10/15. The retention of all required Provision 2 documentation was confirmed during the administrative review. Daily meal count records by student name and eligibility along with the benefit issuance list are maintained on a thumb drive. All other Base Year records are kept in two file cabinet drawers in the foodservice director's office.
- The current Provision 2 cycle expires at the end of SY 17-18. At that time, if you wish to continue with Provision 2 breakfast, you must contact the SA prior to the expiration date to see if you qualify for an extension.
- If you do not qualify for an extension, you may conduct a new base year. However, a school considering Provision 2 must evaluate whether the savings in administrative costs offset the costs of providing breakfast to all children at no charge. Due to the potential financial burden of providing meals at no charge, a recommendation of at least a 65% or higher Free and Reduced percentage (<35% Paid) should be achieved to participate in Provision 2 breakfast. Anything lower may be unsustainable and compound losses over the 4-year cycle.

Your review is now closed

Due to the 4.38% application error rate, fiscal action results in \$6,226.60. Should you wish to appeal any of these findings please follow the appeal procedures found on the State Agency Appeal Procedures document attached to this letter.

If you wish to discuss any of these findings, please contact me at (208) 332-6820.

Thank you for your continued support of the Child Nutrition Programs.

Sincerely,



Jennifer H. Butler, M.Ed., S.N.S.
NSLP Coordinator

cc: Colleen Fillmore, P.h.D., R.D.N., L.D., S.N.S., Director, Child Nutrition Programs
Russell Taylor, Child Nutrition Director, Minidoka School District

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State Agency Appeal Procedures

School Meal Programs – Administrative or Follow-up Review

School food authorities may appeal the denial of all or part of a Claim for Reimbursement or withholding payment arising from administrative or follow-up review activity conducted by the State Agency under 210.18 of this part.

The appeal process outlined in 7 CFR 210.18 (p) reads as follows:

1. The written request for a review shall be postmarked within 15 calendar days of the date the appellant received the notice of the denial of all or a part of the Claim for Reimbursement or withholding of payment, and the state agency shall acknowledge the receipt of the request for appeal within 10 calendar days;
2. The appellant may refute the action specified in the notice in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than 30 calendar days after the appellant received the notice. The appellant may retain legal counsel, or may be represented by another person. A hearing shall be held by the review official in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specified in the letter of request for review. Failure of the appellant school food authority's representative to appear at a scheduled hearing shall constitute the appellant school food authority's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the state agency shall be allowed to attend the hearing to respond to the appellant's testimony and to answer questions posed by the review official;
3. If the appellant has requested a hearing, the appellant and the state agency shall be provided with at least 10 calendar days advance written notice, sent by certified mail, return receipt requested, of the time, date and place of the hearing;
4. Any information on which the state agency's action was based shall be available to the appellant for inspection from the date of receipt of the request for review;
5. The review official shall be an independent and impartial official other than, and not accountable to, any person authorized to make decisions that are subject to appeal under the provisions of this section;
6. The review official shall make a determination based on information provided by the state agency and the appellant, and on Program regulations;
7. Within 60 calendar days of the state agency's receipt of the request for review, by written notice, sent by certified mail, return receipt requested, the review official shall inform the state agency and the appellant of the determination of the review official. The final determination shall take effect upon receipt of the written notice of the final decision by the school food authority;
8. The state agency's actions remain in effect during the appeal process;
9. The determination by the state review official is the final administrative determination to be afforded to the appellant.

Appeals must be directed to:
Brandon Phillips
Financial Specialist, Public School Finance
State Department of Education
PO Box 83720
Boise, Idaho 83720-0027
(208) 332-6983
E-mail: bcphillips@sde.idaho.gov

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

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