DIRECT CERTIFICATION/ DIRECT VERIFICATION



CE IMPORT FOR CE LEVEL MATCHES

OVERVIEW

Direct Certification is a simplified method of determining student's eligibility for free meals through the National School Lunch and School Breakfast Programs or free milk under the Special Milk Program without completing a Household Eligibility Application. In addition, students directly certified to receive free meals or milk are not subject to verification.

BENEFITS OF THE DIRECT CERTIFICATION PROCESS:



SAVES EMPLOYEE'S TIME AND REDUCES PAPERWORK!!

Any student who has been directly certified does not have to fill out a paper application and does not have to go through the verification process





IDENTIFIES ELIGIBLE STUDENTS QUICKLY!

This process may identify eligible students whose household did not complete the paper application.







IF YOU HAVE CHANGED YOUR TX-UNPS PASSWORD TODAY YOU CANNOT ACCESS THE SYSTEM UNTIL TOMORROW.

8 Helpful Tips

After an extended period of inactivity the system will "kick you out" and may display an unauthorized use message. If you get this message click on "EXIT" in the top right corner and log back on.

8 Helpful Tips

PLEASE NOTE: the screen shots in this guide were taken while using the Internet Explorer 9 browser. Your screens may or may not look exactly as the ones in this guide if you are using a different browser (i.e. Mozilla Foxfire, Google Chrome, Safari, etc.).

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MAKE FILE FOLDERS

It is easier if you determine where you want to store the Direct Certification files before you start the process. The most efficient method will be to create a Direct Certification folder and inside of that folder create a folder for the school year.

1. In the **MY DOCUMENTS** window, right click and choose **NEW > FOLDER**.

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Colore - Libraries + Documents	•		
Organize + Share with + Burn	New Solder		
🚖 Favorites E Desktop	Documents library Includes 2 Incidians		
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RealPlayer Cloud	🌲 My Received Files	7/2/2014 1.41 PM R	Te folder
I My Decuments	i My Shapes	3/19/2014 12:08 PM F	Re. Folder
TX-URPS Enhancements	Onehiote Histelsooks	4/10/2014 7:19 AM	že folični
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		Compressed (zippe	d) Polder
		Briefcane	The second second

2. Name the folder **DIRECT_CERTIFICATION_DATA**.



Files are more easily corrupted if there are spaces in the file name. Use the underscore (_), hypen (-) or capital letters to take place of spaces between words.)

Coo Co Libraries > Documents >				Balang
Organize 🔻 👸 Open Share with 🔻	E-mail Burn New folder			
 ★ Favorites ■ Desktop ▶ Downloads ▶ Program Improvement & Policy ™ Recent Places ⊘ RealPlayer Cloud ▶ H My Documents ■ TX-UNPS Enhancements ▶ Files_for_DSS ➡ Libraries 	Documents library Includes: 2 locations Name My Data Sources My Received Files My Shapes Direct Certification Data OneNote Notebooks Outlook Files Remote Assistance Logs	Date modified 5/21/2014 5:40 PM 7/2/2014 1:41 PM 3/19/2014 12:08 PM 8/6/2014 9:50 AM 4/10/2014 7:19 AM 8/6/2014 9:16 AM 8/4/2014 1:43 PM	Type File folder File folder File folder File folder File folder File folder File folder	Size
 ☐ Libraries ☐ Documents ↓ Music ☐ Pictures ☐ Videos 				

- 3. Inside of that folder, right click to make another New Folder. Name it **DC-** followed by the current school year.
- 4. Inside of this folder, make 2 more one for DC_Lists and another for DC_Data.



🔆 🕑 🗸 🕨 🕨 Libraries 🕨 Documents 🕨	Direct Certification Data > DC_2014-2015 >		• 49	Search DC_2014-2015	83 (2
Organize Share with Burn Favorites Desktop	New folder Documents library DC_2014-2015			Arrange by: Folder -	•
Downloads Program Improvement & Policy Precent Places RealPlayer Cloud H My Documents TX-UNPS Enhancements Files_for_DSS VerificationReport Libraries Libraries Videos Videos Videos	Name	Date modified 9/19/2014 2:45 PM 9/19/2014 2:44 PM	Type File folder File folder	Size	
2 items					



Note: You will need to make the Direct Certification Data folder just once. Make a new DC-(school year) folder each August to start the new school year.

Helpful Tips

Make a note of where on your computer you saved the folder so that it is easy to find when you need to access it later in the process.



PREPARE CSV FILE FOR UPLOAD

The data must be a comma delimited file (CSV). A CSV file can be made in any version of Excel.

- Your POS system may have an option for generating a file with the necessary data
- If you have access to PEIMS data (public and charter schools), contact the PEIMS clerk for your district/school and have them pull the information from PEIMS as a .csv file (or Excel file if they cannot do a .csv file type. The file must be formatted as described in Step 2.
- 1. Create a new file in Excel.
- Format cells as "Text".
 - Click the box in the upper left corner to select the entire worksheet.







Select "Text" and	Format Cell	s					
Select "Text" and then select OK.	Number Category General Number Currency Accountii Date Time Percenta Fraction Scientific Text Special Custom	Alignment	Font Sampl Text fo The cel	Border e rmat cells ar l is displayed	Fill re treated d exactly a	Protection as text even s entered.	when a number is in the cell.
							OK Cancel

3. Set up the file with these columns in the same order and format. Do not include header labels for the columns.

Column A: Social Security Number

9 digits (numbers); no dashes

Include leading zeros

Column B: Last Name

Column C: First Name

Column D: Birth Date

mm/dd/yyyy

Must be digits(numbers) - not letters

Must include leading zeros in month and day

Column E: Gender (F, M)

6th **Column** – If you can pull eco eligibility information from PEIMS, it will be in this column. It will show the students that are already directly certified. Delete all previously identified students off this list before proceeding.

If this information cannot be pulled from PEIMS, skip this column. This column will be deleted before uploading the file.

Column F: CE ID

5 digits (numbers)

Include leading zeros

	А	В	С	D	E	F
1	777889999	Doe	John	10/11/2013	М	00234
2	999887777	Doe	Jane	11/10/2013	F	00234
3						
4						

- 4. When completed, save as and select "CSV (Comma delimited) (*.csv)" from the file type drop-down box.
- Select File> Save as 127 w. CH -File Home Insert Save 🕺 Save As save as Adobe PDI Open Use the drop-down for File name: DCFileUpload_CE00234_131016 • Save as type: Excel Workbook (*.xlsx) "Save as Type" and Excel Workbook (*.xlsx) Authors: select " Comma Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb) Separated Values" Excel 97-2003 Workbook (*.xls) XML Data (*.xml) Single File Web Page (*.mht;*.mhtml) Hide Folders Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txt) Unicode Text (*.txt) Microsoft Excel 5.0/95 Workbook (*.xls) Comma delimited) Formatted Text (Space delimited) (*.prn)

Check the CSV file in a text editor such as Notepad or WordPad instead of Excel. This will show leading zeros. Your example should look like this:

DCFileUpload_CE00234_131016 - Notepad	 -	
File Edit Format View Help		
777889999,Doe,John,10/11/2013,M,00234 999887777,Doe,Jane,11/10/2013,F,00234		

Log-in to TX-UNPS.

Go to School Nutrition Programs > Applications > Direct Certification/Direct Verification

	School	Nutrition P	rograms	K-UNPS 🚉
lications Claims	Compliance Reports	Security Search	Programs	Year Help Log Out
		Programs		
	School Nutrition Programs		Child and Adult Care Food Program	
	Summer Food Service Program		Food Distribution Program	
				-

Sch	ool Nutrition Prog	grams / TX-UNPS 🚉
Applications Claims Compliance Re	ports Security Search	Programs Year Help Log Out
Applications >		School Year: 2014 - 2015
Item	Description	
Contracting Entity Manager	SNP Contracting Entity's Profile,	Site and Hold Information
Application Packet	Applications Forms (Contracting I	Entity and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifica	ations by Contracting Entity Summary
Verification Report	Mandatory Annual Verification Re	port
Verification Summary	Mandatory Annual Verification Re	port (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspectio	ns by Site
Food Safety Inspections Summary	Number of Food Safety Inspectio	ns by Site Summary
Annual Audits	Annual Audits	
Annual Audit Status Summary	Annual Single Audit Status Summ	hary
Financial Report	School Food Annual Revenues an	nd Expenditures Report
Financial Report Summary	School Food Annual Revenues an	nd Expenditures Report Summary
FFVP Grants	Fresh Fruit and Vegetable Progra	m Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Progra	m Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Progra	m Grant Allocations by CE/Site
FFVP Summary	Fresh Fruit and Vegetable Progra	m Invitations and Approvals
Summer Nutrition Program Costs	Total Costs Associated with Oper	ating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase ca	pital items > \$5,000
October Enrollment	October Enrollment and Eligibility	y by Site
Site Enrollment	Site Enrollment and Eligibility	
Community Eligibility Provision	Enrollment and Eligibility for Com	munity Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Inte	nt Declaration
Direct Certification / Direct Verification	Direct Certification / Direct Verifi	cation screens
Provident Course	Constantial de Con Donales d'an	

Click on Direct Certification/Direct Verification (again)



Helpful Tips

You will get this message if you have changed your password today or have timed out (been inactive for a period of time). If you have not changed your password, log-out and log back in and go immediately to Direct Certification/Direct Verification.

["]Unauthorized misuse of TDA information resources is prohibited and misuse is subject to criminal prosecution. Except as otherwise provided by applicable privacy laws, there should be no expectation of privacy. Usage may be subject to security testing and monitoring."





Some users will have to enter a CE ID if they are associated with more than one district.

Select "CE Import for CE Level Matches"



The Direct Certification CE Import for CE Level Matches Upload File must be a <u>Comma Separated Value (CSV) file</u>. Please review the web pages below for further instructions, including a quick guide, on how to create the CSV file in the correct format needed to do an upload for CE Level Matches.

Direct Certif	ication Direct V	erification	~	_	Department	of Agriculture [Exit]
Contracting	Entity ID: 01400		Contract.	uty Name: NEW BOSTON	I ISD (TEXARKANA ISD)	CD Code: 019905
		CI	E Import for	CE Level Matches		
	The Direct Certificatio Please review the web pag on how to create the CSV	n CE Import for C es below for furti file in the correct	CE Level Matches her instructions, format needed t	Upload File must be a Comm including a quick guide, to do an upload for CE Level	na Separated Value (CSV) Matches.	file.
_	<u>IX-UNPS Resource</u> <u>School Nutrition</u> <u>Quick Guide</u>	es for School N Programs DC/D	<u>V Supplementa</u>	al Manual		_
	Important: Do r	ot exceed	50,000 re	ecords or your up	load will be reje	ected.
jævascript_doPostBack('ctD05inbEuit',	2)		Uplo	pad File	Browse	
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TX-UNPS RESOURCES FOR SCHOOL NUTRITION PROGRAMS



If pop-up window does not open it means you have the pop-up blocker tool on. Quick fix: Hold down your control key (Ctrl) and click on link again.



SCHOOL NUTRITION PROGRAMS DC/DV SUPPLEMENTAL MANUAL

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https://testdcdv.tex	asagriculture.gov/DCDV 🔎 > 🗎 🗟 🖒 🗙 🖈 Home	CDV ×		nt ★ ⇔
Direct Certification	This is a complete user manua TX-UNPS.	al for the DC/DV process in	Dep	Texas
Contracting En	This will open up in another s	creen. See the next picture.	ISD (TEXARKANA ISD)	CD Code: 019905
,	The Direct Certification Please review the web pages in on how to create the CSV file in	Matches Upload File must be a Comma S instructions, including a quick guide, ormat needed to do an upload for CE Level Mat	Separated Value (CSV) file. .ches.	
	School Nutrition Programs DC Outlek Guide	C/DV Supplemental Manual		
	Important: Do not excee	ed 50,000 records or your uploa	ad will be rejected.	
		Upload File	Browse	
(a) [1] [2]			the second s	🔺 🏴 📩 🔐 8:46 AM
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	Direct Certificatio	on - Direct Verification		Texas 률
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(<<)(→) ★ http	://www.sq ♀ ▼ ♂ × 🔹 squaremeals.org ×	Contracting Entity Name: NEW BOST	TON ISD (TEXARKANA ISD)	CD Code: 019905
Texas Texas	DEPARTMENT OF AGRICULTURE Unified Nutrition Programs System (TX-UNPS	 i Level Matches pload File must be a Comma Separated Val plong a quick guide, ide an uplead for CE Level Matches. a Hammal 	lue (CSV) file.	
		ords or your upload will b	e rejected.	
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Dir	ect Certification and Dire	ct		
Ve	rification (DCDV)			
Su	pplemental Manual			
		-		
			A COLORADOR	م البر المالي 11:06 AM
				9/8/2014





If your file contains more than 50,000 records, you will need to break it up into smaller files that have less than 50,000 records. Records of 20,000 have been successfully run in a short period of time.

Ø https://testdcdv.texasagriculture.gov/DCDV/DCimportpage.aspx	Joan Rivers dies at age 81 - CN 🍯 DCDV 🛛 🗙	l 🥨 McAfeermenner 💌 💶 i © 📻 🗙 📻
Direct Certification -	Direct Verification Tex	as
Direct Certification Direct Verificatio	n	[Exit]
Contracting Entity ID: 01400	Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD)	CD Code: 019905
	CE Import for CE Level Matches	
The Direct Certification CE Imp	ort for CE Level Matches Upload File must be a Comma Seperated Value (CSV)	file.
Please review the web pages below	for further instructions, including a quick guide,	
on how to create the CSV file in the	correct format needed to do an upload for CE Level Matches.	
TX-UNPS Resources for Second	chool Nutrition Programs	•
<u>School Nutrition Program</u>	s DC/DV Supplemental Manual	\sim
Ouick Guide	1	3.
	1	\sim
Important: Do not ex	ceed 50 000 records or your upload will be reje	CLICK ON
important. Do not ex	ceed 50,000 records of your upload will be reje	"BROWSE
	Browse	TO SEARC
	Upload File	FOR YOU
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Helpful Tips

If you don't see your file (Folder) make sure you are in the right location, as we covered earlier in this manual.

	IMA Events Fight Schedule 🐟 🧭 DCDV 🛛 × 🕄 UHCU Home		W McAfeermanne 🔽 💶
Direct Certification -	Direct Verification	Texa Department of	S Agriculture
Direct Certification Direct Verification			[Exit]
Contracting Entity ID: 01400	Contracting Entity Name: NEW BOST	ON ISD (TEXARKANA ISD)	CD Code: 019905
	CE Import for CE Level Matches		
The Direct Certification CE Please review the web pages belo	CE Level Matches Upload File must be a Cor	mma Separated Value (CSV) fil	e.
on how to create the CSV file in th TX-UNPS Resources for	YOUR FILE WILL NOW BE SHOWN HERE, NEXT, SELECT	tches.	
School Nutrition Program Quick Guide	"UPLOAD FILE"		
Important: Do not exc	eed 50,000 reads or your u	pload will be rejec	ted.
C:\Users\hvalin\Desktop\DI	RECT CERT 2014\dc testing.csv	Browse	
	Opioad File		 * 世 10 (6)

SAVE THE FILE



Helpful Tips

When this message appears, it is a good habit to save the file first then open it. That way you will not forget to save it. Remember to save this document to your DC folder.

8 Helpful Tips

When saving the file it is a good idea to use the date in the name of the file so it will be easy to find on the future. EX: DC_Upload_Match_140715 (for:July, 15, 2014)





PASSWORD PROTECTING FILES



Since these files will have sensitive information (SSN, D.O.B, etc.) you need to password protect your files.

IDENTIFY EXCEL VERSION

The instructions for working with Excel differ based on the version of Microsoft Office that you have. You may be able to determine what version of Microsoft Office you have by looking at the Start Menu. If not, the following information may help you determine wich set of instructions to use. Please note: The pictures are from Word, but the same steps apply to Excel.

Click on the Microsoft Gem 🙆 or 💷 on the bottom left 🖕 Adobe Acrobat Distiller XI 峯 Adobe Acrobat XI Pro to open the Start Menu. Adobe FormsCentral 🐱 Adobe Reader XI 📦 Apple Software Update 🖻 Default Programs 🚏 Desktop Gadget Gallery 🗿 Internet Explorer (64-bit) 🗿 Internet Explorer Windows DVD Maker 획 Windows Fax and Scan 🦻 Windows Media Center 🔰 Windows Media Player 🖉 Windows Update A XPS Viewer 7-Zip Accessories CnpXpress CutePDF Google Chrome Java Maintenance McAfee Microsoft Lync Microsoft Mouse and Keyboard Center Microsoft Office Microsoft Office 2013 Microsoft Silverlight Mozilla Firefox 🛯 QuickTime 4 Back

Ξ

Double click the Microsoft Office folder. The programs listed inside of the folder will have the year of release as part of the program name. Example: Microsoft Excel 2010 is the 2010 edition.

If the year is not listed as part of the program name, use the following steps.



IDENTIFY EXCEL 2003 AND PASSWORD-PROTECT

Office 2003 has text-based menus on the gray bar: File, Edit, View, Insert, Format, Tools, Table, Window, and Help. (The screen shots are based on Word, but it works the same in Excel.)

Click HELP > ABOUT

 In the ABOUT Dialog box, find the version on the top line.





PASSWORD PROTECT IN EXCEL 2003

Go to the FILE menu and click **SAVE A**

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B)	<u>F</u> ile	finn Insert F	ormat	Tools	<u>D</u> ata	<u>W</u> indow <u>H</u> e
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1		Save <u>A</u> s				
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5	1	File Searc <u>h</u>			1	
7		Per <u>m</u> ission				
8		We <u>b</u> Page Preview				- J.
9		Page Setup	-			0

Navigate to drive and/ or folder where you plan to save the document in the **SAVE IN** box at the top. Enter the document name and click OK.

From the **TOOLS** menu, click **OPTIONS**.





On the SECURITY tab, type a password in the field for **PASSWORD TO OPEN**

•

OPTIONS.

	1	-				
View	Calculation	Edit	General	Transition	Cust	Cha
Color	International	Sa	ive Er	ror Checking		Securi
Passwor	d to <u>m</u> odify: d-only recommende	d		<i>w</i>		
Privacy op	official com	nation from	n <mark>fil</mark> e prop <mark>e</mark> rt	ies on save		
Macro sec Adjust ti			might conta	in macro viruse	s and Ma	tro Security.

IDENTIFY OFFICE 2007 AND PASSWORD PROTECT

Office 2007 introduced tabs and the Microsoft Office Button (B) and a tab menu.



opular isplay	Contact Microsoft, find online resources, and maintain health and reliabit programs.	lity of your Microsoft Office
roofing	get updates	Check for Updates
ave	Get the latest updates available for Microsoft Office.	
ypography	run Microsoft Office Diagnostics	<u>D</u> iagnose
dvanced	Diagnose and repair problems with your Microsoft Office programs.	
ustomize	contact us	<u>⊆</u> ontact Us
.dd-Ins	Let us know if you need help, or how we can make Microsoft Office better.	
rust Center	activate Microsoft Office	Activate
esources	Activation is required to continue using all the features in this product.	
1	go to Microsoft Office Online	<u>G</u> o Online
U	Get free product updates, help, and online services at Microsoft Office Online.	
	about Microsoft Office Word 2007 < 🔤	About
	Microsoft® Office Word 2007 (12.0.6504,5000) SP2 MSO (2.0.6529,5000)	

PASSWORD PROTECT IN EXCEL 2007





In the Password box, type the password and click OK

Office 2010 introduces the FILE tab and the Microsoft Office Backstage view

Click FILE > HELP

Under **PRODUCT ACTIVATED**, find the version.



See Password Protecting instructions on page # 30

OFFICE 2013 AND OFFICE 365

The latest version of Office still uses the File tab and the Microsoft Office Backstage View.

• Click File > Account

Under Product Information, find the version



See Password Protecting instructions on page # 30

PASSWORD PROTECT IN EXCEL 2010, 2013 AND OFFICE 365

Click FILE > SAVE AS. Use	🔣 Save As			X
the down arrow in the address	Coo V 🚺 🕨 Libraries	Documents F Excel	▼ ∳ S∈	earch Excel 🔎
box (top) to navigate to where	Organize 🔻 New fold	der		:= ▼ 🔞
you plan to save the document. Enter the	K Microsoft Excel	Documents library Excel		Arrange by: Folder 🔻
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Save yet.	 Libraries Documents Music Pictures Videos 	N	lo items match your searc	ch.
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	File name: Num	nbers.xlsx		-
	Save as type: Excel	l Workbook (*.xlsx)		
	Authors: Owne	er Tag	ıs: Add a tag	
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	Alide Folders		Tools 🔻 📘	Save Cancel
Click on TOOLS (bottom right) > GENERAL OPTIONS	Tools Map N Web C Gener Comp	Save Ca Network Drive Options al Options press Pictures	ancel	
In the PASSWORD TO OPEN box, type a password and click OK .	General Options Always create <u>b</u> ack File sharing Password to <u>o</u> pen: Password to <u>m</u> odify	kup (kup (Read-only recommende OK Cancel (Cancel (Cancel (Cancel (Canc	ed	

Click Save

You will need to remember your password. If you write it down, keep it in a secure location. A best practice is to write down a password hint rather than the actual password.



The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the <u>USDA Program</u> <u>Discrimination Complaint Form</u>, found online at <u>http://www.ascr.usda.gov/complaint_filing_cust.html</u>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <u>program.intake@usda.gov</u>.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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