Using Food Production Records
To Plan and Reduce Waste

Jocelyn Karbo, MBA, RDN, SNS
ESC Region 11
WELCOME

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ESC REGION 11
NSLP CONTENT SPECIALIST

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Acknowledgement Statement

You understand and acknowledge that:

- the training you are about to take does not cover the entire scope of the program; and that
- you are responsible for knowing and understanding all handbooks, manuals, alerts, Notices and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.
Food Production Record Reminders

The CE must keep complete and accurate food production documentation, including menus, records indicating food substitutions, invoices or receipts for food product purchases, and meal pattern contribution documentation for the meals they produce.

* Any meal claimed for reimbursement must be supported by a complete food production record and supporting documentation (i.e., CN Labels).

* Required for all breakfasts, lunches & snack/suppers claimed for reimbursement, and must include any salad and other food bars, quick lines, sack meals, field trips, special diets etc.

* **Must** include all elements on the TDA food production record template.
Resources

- TDA Food Production Record online course
- Daily Food Production Record
- Using Production Records to Plan and Reduce Waste
- Highlighted Food Production Record
Course Objectives

✓ Understand the importance of Food Production Records
✓ Identify ways to plan more efficiently using your Food Production Record
✓ Discuss factors to manage waste and reduce expenses
A Food Production Record is a required daily document that records all reimbursable meals prepared.
Child Nutrition Financial topics - list ALL that pertain to your program

Rank the importance of each Food Production Record function for your program

1st | Planning tool
2nd | Communication tool
3rd | Minimize waste
4th | Reduce expenses
Revenues/ Expenditures

Expenditures

Food/ Labor

Food

Food prep
<table>
<thead>
<tr>
<th>Plan</th>
<th>Order</th>
<th>Prepare</th>
<th>Serve</th>
<th>Evaluate</th>
<th>Adjust</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

### Vegetables
- Green Beans
- Mashed Potatoes

### Fruit
- Pineapple Tidbits: 1/2 c F

### Milk
- FF Chocolate Milk: 8 oz. M
- 1% Plain Milk: 8 oz. M

### Ordered Commodity
- #10 cans
- 3 cases @ 50 svgs/case
- 1 case @ 50 svgs/case
- 1 case @ 400/case
FPR AS A COMMUNICATION TOOL

Kitchen Staff → Menu Planner

Kitchen Manager

Directors
WHEN SHOULD I USE A FOOD PRODUCTION RECORD?

Daily Food Production Record for Onsite Kitchen

1. Contracting Entity (CE) Name: __________________________
2. Site Name: __________________________________________
3. Meal Service: [ ] Breakfast [ ] Lunch [ ] Snack [ ] Supper
   3a. Type of Service: [ ] OVS [ ] Serve Only
4. Number Meals Served:
   4a. Students _______ 5. Date: __________
   4b. Adults __________
   4c. Total __________

<table>
<thead>
<tr>
<th>Planned Portions and Serving Sizes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Meal Contribution</td>
<td>13. Recipe #</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>14a. Age/Grade</td>
<td>14b. Portion Size</td>
</tr>
<tr>
<td>15a. Age/Grade</td>
<td>15b. Portion Size</td>
</tr>
<tr>
<td>16a. Age/Grade</td>
<td>16b. Portion Size</td>
</tr>
<tr>
<td>17a. Portion Size</td>
<td>17b. Portion Size</td>
</tr>
<tr>
<td>18a. A La Carte</td>
<td>18b. Portion Size</td>
</tr>
<tr>
<td>19. Total Amount Prepared (Lbs., Quarts, Gallons, or #10 Cans)</td>
<td>20. Leftovers</td>
</tr>
<tr>
<td></td>
<td>21. Comments (Optional)</td>
</tr>
</tbody>
</table>

6. Meat/Meat Alternate

7. Grain

8. Vegetable

9. Fruit

10. Milk

11. Other/Condiment

Day(s) Before Meal Service

Day of Meal Service
Optional Data Recorded on the FPR

- Hazardous Analysis Critical Control Points (HACCP) records
- Food temperatures
- Food preparation methods
- Schedules and job assignments for kitchen staff
- Product information
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Item</th>
<th>Amount</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/6/19</td>
<td>Walnut Creek</td>
<td>Cherry Tomatoes</td>
<td>6 lb.</td>
<td>spoiled</td>
</tr>
<tr>
<td>9/6/19</td>
<td>Border</td>
<td>Galton Milk</td>
<td>1 gallon</td>
<td></td>
</tr>
<tr>
<td>9/7/19</td>
<td>Walnut Creek</td>
<td>Blueberries</td>
<td>3 cases</td>
<td></td>
</tr>
<tr>
<td>9/8/19</td>
<td>Border</td>
<td>Coffee</td>
<td>1 bag</td>
<td></td>
</tr>
<tr>
<td>9/9/19</td>
<td>Walnut Creek</td>
<td>Carrots</td>
<td>1 1/2 bag</td>
<td></td>
</tr>
<tr>
<td>9/9/19</td>
<td>Border</td>
<td>Hamburger Patties</td>
<td>20</td>
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</tr>
<tr>
<td>9/10/19</td>
<td>Zebat</td>
<td>Choc. Milk</td>
<td>1</td>
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<tr>
<td>9/13/19</td>
<td>Border</td>
<td>Apple Juice</td>
<td>1</td>
<td></td>
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<tr>
<td>9/13/19</td>
<td>Border</td>
<td>Flatbread</td>
<td>1 le bag</td>
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<tr>
<td>9/13/19</td>
<td>Border</td>
<td>Chicken Patty</td>
<td>20</td>
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<tr>
<td>9/14/19</td>
<td>Chicken Patty</td>
<td>Chicken Patty</td>
<td>95</td>
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</tbody>
</table>

**Accountability**
Through the Lens:
PreK - 5th Grade Lunch
# Daily Food Production Record for Onsite Kitchen

**Contracting Entity (CE) Name:** Anytown ISD  
**Site Name:** Anytown Elementary

**Date:** 4/4/2020

**Number Meals Served:** 204 Students  
**Adults 2**

## Meal Service
- [X] Lunch  
- [ ] Breakfast  
- [ ] Snack  
- [ ] Supper

## Type of Service
- [X] OVS  
- [ ] Serve Only

## Planned Portions and Serving Sizes

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<tbody>
<tr>
<td>Meat/Meat Alternate</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Nuggets</td>
<td></td>
<td>1.5 MMA / .75 G</td>
<td>22</td>
<td>4 each</td>
<td></td>
<td>2 MMA / 1 G</td>
<td>200</td>
<td>5 each</td>
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<tr>
<td>7. Grain</td>
<td></td>
<td>2 G</td>
<td>200</td>
<td>5 each</td>
<td></td>
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<tr>
<td>8. Vegetable</td>
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<tr>
<td>Baby Carrots</td>
<td></td>
<td>---</td>
<td>0</td>
<td>0</td>
<td>1 1/2 cup</td>
<td></td>
<td></td>
<td>210 Baby Carrots</td>
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<tr>
<td>Green Beans</td>
<td></td>
<td>1/4 c VDG</td>
<td>15</td>
<td>1/4 cup</td>
<td>200</td>
<td>1 1/2 cup</td>
<td>10</td>
<td>1 1/2 cup</td>
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<tr>
<td>Mixed Fruit</td>
<td></td>
<td>1/2 c F</td>
<td>22</td>
<td>1 1/4 cup</td>
<td>180</td>
<td>1 1/2 cup</td>
<td>10</td>
<td>1 1/2 cup</td>
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<td>10. Milk</td>
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<tr>
<td>Fat Free Chocolate Milk</td>
<td></td>
<td>8 oz milk</td>
<td>22</td>
<td>1 each</td>
<td>175</td>
<td>1 each</td>
<td>3</td>
<td>1 each</td>
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<tr>
<td>11. Other Condiment</td>
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<td>Ketchup</td>
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<tr>
<td>Ranch Dressing</td>
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<td>1 each</td>
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<td>200</td>
<td>2 each</td>
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</tbody>
</table>
1. Contracting Entity (CE) Name: Anytown ISD
2. Site Name: Anytown Elementary
3. Meal Service: £ Breakfast  X Lunch  £ Snack  £ Supper
   3a. Type of Service: X OVS: K-12  X Serve Only: PK
4. Number Meals Served:
   4a. Students 204
   4b. Adults 7
   4c. Total 211
5. Date: 4/4/2020

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<td>Chicken Nuggets</td>
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<td>1.5 M/MA / .75 WGR</td>
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<td>4 each</td>
<td>2 M/MA / 1 WGR</td>
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<td>Green Beans</td>
<td>1/4 c VO</td>
<td>1/4 cup</td>
<td>22</td>
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<td>1/2 c VO</td>
<td>180</td>
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<td>Fat Free Chocolate Milk</td>
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<tr>
<td>Fat Free Unflavored milk</td>
<td></td>
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<td>22</td>
<td>1 each</td>
<td>8 oz milk</td>
<td>25</td>
<td>1 each</td>
<td>3</td>
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<td>11. Other/Condiment</td>
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<td>Ranch Dressing</td>
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</tbody>
</table>
Number of meals served
• **Laura Brookover – Grapevine Colleyville ISD**
• **Eric Lozano – Plano ISD**
• STOP hating the Food Production Record
• Nail Forecasting
• Quantify the cost
• USE FPR in the kitchen THROUGHOUT meal service
• Teach everyone WHY

Pro – Tips

Leftovers  Truly served #  Order accuracy  Plan improves  Kids = better food  Less waste

Truly served #  Order accuracy  Plan improves  Kids = better food  Less waste
Grapevine-Colleyville ISD Nutrition Services

Food Production Records and Reducing Food Waste

Laura Brookover-Ybarra RDN, SNS
Program Snapshot

20 Schools; 13,952 students; 24% F&R, SSO, 65% in-person, 35% remote

11 Elementary Schools
4 Middle Schools
3 High Schools
2 Alternative Programs
The Flow of Food Production Records

1. Ingredient, Recipe and Menu Creation in Menu Planning Software

2. FPR is generated based off this information

3. Managers are responsible for the completion of all food production records for their campus daily

4. Managers send food production records to Nutrition Services office each week for review

5. Nutrition Services administrative staff follows up with managers as needed
Food Production Records: Role of the Dietician

1. Menu item selection
2. **Responsible for entering all ingredients, recipes and menus in Menu Planning**
3. Ensures program compliance
4. Designs and maintains the food production record template and temperature log
5. Reviews all food production records and temp logs weekly
6. Communicates need for follow up with team
7. Prepares all documentation for Administrative Review Process
Food Production Records: Role of the Team

- Assistant Director
- Field Supervisor
- Part-Time Trainer
- Culinary Trainer

Team members all work together symbiotically to ensure food production record accuracy and compliance.
**Grapevine-Colleyville ISD**  
**FOOD PRODUCTION RECORD**  
**Wed - 11/11/2020**  
HHFK Seamless Summer Food Based  
Offer VS. Serve

M: TES Lunch (PK-5)  
Students(360)  
Adults(4)  
Total(364)

**Site # 003 Timberline Elementary**

### recipe & ingredients (planned)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>M/A</th>
<th>GM</th>
<th>Fruit</th>
<th>Veg</th>
<th>Milk</th>
<th>Planned</th>
<th>Reimbursable</th>
<th>Planned Ala</th>
<th>Carte</th>
<th>Planned Total</th>
<th>Leftovers (servings)</th>
<th>Serving Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>001278 PIZZA, FRENCH BREAD, CHEESE (GCISD 14-15)</strong></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td>150</td>
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<td></td>
<td>EACH PIZZA=2 OZ MMA + 2 OZ WG CASE=60 EACH</td>
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<tr>
<td><strong>001279 PIZZA, FRENCH BREAD, PEPPERONI (GCISD 14-15)</strong></td>
<td></td>
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<td>2</td>
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<td>180</td>
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<td>180</td>
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<td></td>
<td>EACH PIZZA= 2 OZ MMA + 2 OZ WG CASE=60 EACH</td>
</tr>
<tr>
<td><strong>002920 PIZZA, FRENCH BREAD, PEPP, WG, TONY'S 78357--------------------------</strong></td>
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<tr>
<td><strong>000768 TACOS, CRISPY (GCISD 19-20)</strong></td>
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<td>2</td>
<td>1</td>
<td></td>
<td>30</td>
<td></td>
<td>6</td>
<td>36</td>
<td></td>
<td></td>
<td>Bag 7##= approx 36 (3.03 oz) srv per bag Use #12 scoop split between 2 shells 2 (5.5&quot;) taco shells Gamish Each Taco with Shredded Cheese</td>
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<tr>
<td><strong>001549 GREEN BEANS, ITALIAN (GCISD 18-19)</strong></td>
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<td>1/2</td>
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<td>60</td>
<td>20</td>
<td>80</td>
<td></td>
<td>FBG-2# of fresh, whole untrimmed green beans yields 20 (1/2 cup servings)</td>
</tr>
<tr>
<td><strong>003161 BEANS, GREEN, FRESH-----------------------------------------------</strong></td>
<td>8</td>
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<tr>
<td><strong>002952 ITALIAN SEASONING GCISD---------------------------------------------</strong></td>
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<tr>
<td><strong>002986 SALT,TABLE GCISD-----------------------------------------------------</strong></td>
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<tr>
<td><strong>003092 OIL,OLIVE,SALAD OR COOKING-------------------------------------------</strong></td>
<td>3/4</td>
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<tr>
<td><strong>VEGETABLE SUBGROUPS</strong></td>
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<td><strong>OTHER</strong></td>
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<tr>
<td><strong>000847 BRUSSEL SPROUTS, OVEN ROASTED (GCISD 17-18)</strong></td>
<td></td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
<td>10</td>
<td></td>
<td>10</td>
<td>20</td>
<td>20</td>
<td></td>
<td>FBG: 5 (1/2 cups servings) per pound</td>
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<td><strong>002031 BACON, TURKEY JENNIE-O 2182277--------------------------------------</strong></td>
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<tr>
<td><strong>002936 BRUSSELS SPROUTS,CKD,BLD,DRND,WO/SALT--------------------------------</strong></td>
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<td><strong>003092 OIL,OLIVE,SALAD OR COOKING-------------------------------------------</strong></td>
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<td><strong>002986 SALT,TABLE GCISD-----------------------------------------------------</strong></td>
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<td><strong>001014 MRS. DASH-------------------------------------------------------------</strong></td>
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<td><strong>003461 MRS. DASH, ZESTY PEPPER---------------------------------------------</strong></td>
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<td><strong>002069 VINEGAR,BALSAMIC------------------------------------------------------</strong></td>
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<td><strong>003284 SYRUPS,PANCAKE, PC 1 OZ---------------------------------------------</strong></td>
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Standard, acceptable abbreviations include the following: RTS-Return to Stock, SAL-Serve at Lunch, SRV-Serve, Entree with * = grain of the day offered
Food Production Records: Best Practices

1. Attention to detail & accuracy
2. Communication
3. Team work makes the dream work
4. Check, check and re-check
5. Train and Retrain
Mitigating waste and managing costs through record keeping

- Weekly review of Food Production Records and regular follow up
- Food quality and preparation
  - Batch Cooking
  - Communication with campus on field trips and off site events
- Training
- Cycle menus and menu design
- **Dynamic** menu items
3 curbside sites; about 4200 meals a week

Non-Congregate; SSO; Serve only

Utilize Bulk Foods such as gallon milk

Weekly pickup on Wednesday afternoon

7 breakfast, 7 lunches provided
How the Pandemic has changed Food Production Records

- With curbside meals comes the burden of the additional paperwork to ensure program compliance
- Additional production records and temperature logs are completed based off participation each week
- A separate template is used strictly for curbside meals
- The same flow process as mentioned earlier is followed
Controlling food waste beyond record keeping

Market your program!
Grapevine-Colleyville ISD Nutrition Services

Laura Brookover-Ybarra RDN, SNS
Email: Laura.Brookover@gcisd.net
Phone: 817-251-5616

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Food and Nutritional Services

Eric Lozano
- Assistant Director

Janet Howell MS, RDN, LD
- Nutrition Specialist
Program Overview

- 74 Schools
  - 45 Elementary
  - 13 Middle
  - 7 High Schools
  - 3 Senior High Schools
  - 2 Special Programs
  - 3 Early Childhood Center
  - 1 Adult Transition Center

- 50,068 Students
  - 35% F&R
  - 51% Face-to-Face Learners
  - 49% School at Home Learners
Program Information

- Summer Food Service Program (SFSP)
  - Familiar with Operations
  - Reimbursement Rates
  - Meal Pattern Requirements
Food Production Records

- Plan and prepare meals/review historical data
- Batch cooking/daily counts
- Front office communication
- 2 week cycle menu with reduced choices
  - Streamline and simplify
  - Reduces ordering and inventory
  - Optimize usage of commodities
- Lowers overall food costs
Food Production Records

- Menus are created based on commodity availability
  - All center of the plate are commodities
  - Processed and Fresh Fruits and Vegetables
  - Ffavors (DOD)
    - Selection based on student preference and
      - quality items with longer shelf lives
    - High volume schools - order weekly
    - Others are biweekly
Food Production Records

Food Production Records for:
- Breakfast
- Traditional
- Concept
- Curbside Service
  - Utilize bulk item waiver
Curbside Meal Service

- 5 sites
  - High Schools
- Service times and days
  - 1x/week
    - AM and PM pickup times
- Meals per week
  - 7 breakfast and 7 lunches
Counting and Claiming

- **Face-to-Face:**
  - Use POS
  - Cashiers verify reimbursable meals

- **Curbside Service:**
  - Meal Tally Sheets - post on department calendar weekly with preprinted dates
  - Managers print and tally when meals are distributed each week
Counting and Claiming

- Account for meals daily
- Weekly: each day has tally sheet, production records and day end reports
Food and Nutritional Services
2020
Questions?
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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.
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