

Production Book

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MISSISSIPPI
DEPARTMENT OF
EDUCATION

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- The following example is using the NSLP/SBP meal pattern
- This example is a High School (9-12)

STEP 1

Pre-Populate the Menu

Can be filled out months or weeks in advance

**PRE-POPULATE,
But use a PENCIL!**



Gather your Menu for the day, as well as ALL the recipes that you will be using for each menu item.

HINT: Having your MRS recipes on hand can make completing your production book MUCH easier!

MENU for the Day (NSLP/SBP Meal Pattern)

Breakfast

- Sausage Biscuit (MRS 9170)
- Assorted Fruit Juice (MRS 6645)
- Canned Pears (MRS 6855)
- Milk (variety)

Lunch

- Hamburger (MRS 4105)
- French fries (MRS 6110)
- Coleslaw (5685)
– had to sub in Green Beans (MRS 5745)
- Assorted Fruit Juice (MRS 6645)
- Apple (MRS 6500)
- Milk (variety)

MRS Recipe Information – Sausage Biscuit

Source: MRS 2024

MRS: 9170 – Breakfast Combinations (8500s)

SAUSAGE & BISCUIT (1 OZ.) (WGR)

MEAL COMPONENT CONTRIBUTION:

½ oz. eq. meat/meat alternate, 1 oz. eq. whole grain

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** 1 biscuit and 1 sausage

RECIPE HACCP PROCESS: #2 - Same day service



MEAT/MEAT ALTERNATE : WHOLE GRAINS

INGREDIENT

Sausage Patty, Fully Cooked, #1061

Biscuit, WGR, 1 oz. eq., #1231

MEASURE (FOR 100 SERVINGS)

100 patties , (1/4 oz eq. meat/meat alternate)

100 biscuits-1 grain

NOTE: this is a combination food that counts as a meat/meat alternate and a grain.

Source: MRS 2023

MRS: 6645 – Fruit (6500s)

ASSORTED FRUIT JUICES (SHELF STABLE)

MEAL COMPONENT CONTRIBUTION:

½ cup fruit juice

NUMBER OF PORTIONS: 96 **SIZE OF PORTION:** 4 ounce carton

RECIPE HACCP PROCESS: #1 - No cook



FRUITS

Source: MRS 2021

MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** 1

sandwich

RECIPE HACCP PROCESS: #2 - Same day service

MRS: 4105 – Sandwiches (4000s)

HAMBURGER



MEAT/MEAT ALTERNATE : WHOLE GRAINS

Source: MRS 2023

MRS: 6110 – Vegetables (5500s)

CRINKLE CUT FRIES (BAKED)

MEAL COMPONENT CONTRIBUTION:

½ cup starchy vegetable

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** ½ cup

RECIPE HACCP PROCESS: #2 - Same day service



VEGETABLES (STARCHY)

Source: MRS 2021

MRS: 6500 – Fruit (6500s)

APPLE DELICIOUS (FRESH)

MEAL COMPONENT CONTRIBUTION:

½ cup fruit

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** 2 apple halves

RECIPE HACCP PROCESS: #1 - No cook



FRUITS



Source: MRS 2021

MRS: 5745 – Vegetables (5500s)

SAVORY GREEN BEANS (CANNED)

MEAL COMPONENT CONTRIBUTION:

½ cup other vegetable

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** ½ cup

RECIPE HACCP PROCESS: #2 - Same day service



VEGETABLES (OTHER)

Source: MRS 2021

MRS: 6855 – Fruit (6500s)

CHILLED PEAR HALVES (CANNED)

MEAL COMPONENT CONTRIBUTION:

½ cup fruit

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** ½ cup

RECIPE HACCP PROCESS: #1 - No cook



FRUITS

Don't forget
to include
your recipe
numbers!

Date: 6/20/ 2

Participation	MENUS and Recipe Numbers
BREAKFAST SERVED:	BREAKFAST
K-5 _____	Sausage Biscuit (9170)
6-8 _____	Assorted Fruit Juice (6645)
K-8 _____	Canned Pears (6855)
9-12 _____	Milk (Variety)
ADULTS PAID:	LUNCH
_____	Hamburger (4105)
IN KIND:	French Fries (6110)
_____	Coleslaw (5685)
TOTAL:	Assorted Fruit Juice (6645)
_____	Apple (6500)
	Milk (variety)

STEP 2

Planned Portions

Can be filled out months or weeks in advance

See how in this example we have purposefully separated student portions and adult portions?

We also realized that we didn't have the ingredients for coleslaw. Instead, green beans have been added to the menu.

Date: 6/20/		2	3a	3b
Participation	MENUS and Recipe Numbers	Plan Extras	Extra Extras	
BREAKFAST SERVED:	BREAKFAST			
<u>K-5</u>	Sausage Biscuit (9170)	100	5	
<u>6-8</u>	Assorted Fruit Juice (6645)	75	5	
<u>K-8</u>	Canned Pears (6855)	55	5	
<u>9-12</u>	Milk (Variety)	80	5	
ADULTS PAID:	LUNCH			
<u> </u>	Hamburger (4105)	150	10	
IN KIND:	French Fries (6110)	125	10	
<u> </u>	Coleslaw (5685)	75	10	
<u> </u>	Assorted Fruit Juice (6645)	80	10	
	Apple (6500)	50	10	
TOTAL:	Milk (variety)	125	10	
<u> </u>	Green Beans (5745)	100	10	

- Columns 3a and 3b require you to forecast. Proper forecasting can be a huge money saver!
 - Analyze historical and actual selection data
 - Consider seasonal changes
 - Consider student preferences
 - Consider kitchen equipment, space, and staff ability
 - Cycle menus will allow you the best data for forecasting!

STEP 3

Items and Meal Type

Can be filled out months or weeks in advance

Columns 4, 5, & 6

Because of the new final rule, the black bar for M/MA at breakfast has been removed! Record M/MA as a M/MA at breakfast now!

Date: 6/20/		2	3a	3b	4	5	6	7	8
Participation	MENUS and Recipe Numbers	Plan Basis	Yrly Basis	FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE	
BREAKFAST SERVED:	BREAKFAST			MEAT/MEAT ALTERNATE	M	M	M	M	9-12
K-5 _____	Sausage Biscuit (9170)	100	5	Sausage Patty	X				1
6-8 _____	Assorted Fruit Juice (6645)	75	5	Hamburger Patty		X			2
K-8 _____	Canned Pears (6855)	55	5						3
9-12 _____	Milk (Variety)	80	5						4
									5
									6
ADULTS PAID:									7
									8
	LUNCH								9
	Hamburger (4105)	150	10						10
IN KIND:	French Fries (6110)	125	10						11
	Coleslaw (5685)	75	10						12
	Assorted Fruit Juice (6645)	80	10						13
	Apple (6500)	50	10	VEGETABLE	V	V	V	V	V
TOTAL:	Milk (variety)	125	10	French Fries		X			14
	Green Beans (5745)	100	10	Green Beans		X			15
									16
									17
									18
									19
LUNCHESES SERVED:									20
K-5 _____									21
6-8 _____									22
K-8 _____									23
									24
									25

LUNCHES SERVED:
 K-5 _____
 6-8 _____
 K-8 _____
 9-12 _____

ADULTS PAID

INKIND

TOTAL

AFTER SCHOOL SNACKS SERVED:

									19							
									20							
									21							
									22							
									23							
									24							
									25							
FRUIT	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Fruit Juice			X													26
Canned Pears			X													27
Assorted Fruit Juice					X											28
Apple					X											29
																30
																31
																32
																33
																34
																35
GRAINS	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
Biscuit				X												36
Hamburger Bun					X											37
																38
																39
																40
																41
																42
																43
																44
																45

This is the bottom part of columns 4, 5, and 6.

Note how combination foods are listed multiple times!

STEP 4

Contribution Size

Can be filled out months or weeks in advance

- This is probably the MOST important column
- This column proves to auditors that you understand and are following the meal pattern.
- You MUST use the correct units of measures in this column. When in doubt, consult your MRS recipe!
- Make sure that the MRS recipe you are using is up to date! Check MRS online at least every 6 months to reprint the current recipes.

Use your recipes as a
cheat sheet!

Source: MRS 2021

MRS: 5745 – Vegetables (5500s)

SAVORY GREEN BEANS (CANNED)

MEAL COMPONENT CONTRIBUTION:

½ cup other vegetable

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** ½ cup

RECIPE HACCP PROCESS: #2 - Same day service



VEGETABLES (OTHER)

Participation	MENUS and Recipe Numbers	Plan Prtns	Xtra Prtns	FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE	
BREAKFAST SERVED:	BREAKFAST			MEAT/MEAT ALTERNATE	M	M	M	M	M
K-5 _____	Sausage Biscuit (9170)	100	5	Sausage Patty	X				9-12
6-8 _____	Assorted Fruit Juice (6645)	75	5	Hamburger Patty		X			1/2 oz
K-8 _____	Canned Pears (6855)	55	5						2 oz
9-12 _____	Milk (Variety)	80	5						
ADULTS PAID:	LUNCH								
_____	Hamburger (4105)	150	10						
IN KIND:	French Fries (6110)	125	10						
_____	Coleslaw (5685)	75	10						
	Assorted Fruit Juice (6645)	80	10	VEGETABLE	V	V	V	V	V
	Apple (6500)	50	10						
TOTAL:	Milk (variet)	125	10	French Fries		X			1/2 C
_____	Green Beans (5745)	100	10	Green Beans		X			1/2 C

Make sure you are putting the information in the correct age group column.

FRUIT	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
Fruit Juice						X										½ C	26
Canned Pears						X										½ C	27
Assorted Fruit Juice							X									½ C	28
Apple							X									½ C	29
																	30
																	31
																	32
																	33
																	34
																	35
GRAINS	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Biscuit						X										1 oz	36
Hamburger Bun							X									2 oz	37
																	38
																	39
																	40
																	41
																	42
																	43
																	44
																	45

- The serving sizing are shown in column 8.

Everything we've done up to this point can be pre-populated. Now we are going to discuss the stuff you can't complete until after the meal has been prepared and served.



STEP 5

Portions Prepared

This cannot be completed until after the Meal Service

Columns 9, 10a, & 11

- You might have had some leftovers from previous services that you could add to today's total
- Leftovers – column 9
- Portions prepared – column 10a
- Total portions – column 11

	9	10a		10b	11	12	13	14	15 Comments											
	Leftover Portions Used Today	Food Prepared Today			Portions Prepared (9+10a)	Portions Served	Portions Stored	Portions Discarded												
		# Portions	Lbs. Ea.	Cans Etc...																
	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A	M/M/A											
1	0	105	105 items	105																
2	0	160	160 items	160																
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
	V	V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	0	135	16 lb, 14 oz	135																
15	0	110	2.5 #10 can	110																
16																				
17																				
18																				
19																				

Columns 9, 10a, & 11

- Columns 9, 10a, and 11 continued.
- Items:
 - 26: Fruit Juice
 - 27: Canned Pears
 - 28: Assorted Fruit Juice
 - 29: Apple
 - 36: Biscuit
 - 37: Hamburger Bun

	9				10a				11			
	F	F	F	F	F	F	F	F	F	F	F	F
26	0				80			80 items			80	
27	5				60			2.5 #10 can			65	
28	0				90			90 items			90	
29	0				60			60 items			60	
30												
31												
32												
33												
34												
35												
	G	G	G	G	G	G	G	G	G	G	G	G
36	0				105			105 items			105	
37	0				160			160 each			160	
38												
39												

STEP 6

Quantity of Food Product

This cannot be completed until after the Meal Service

- This column proves to auditors that you are following your menus and using the correct quantities of food to prepare each recipe and portion.
- This column can require you to do some math!

Let's pull those recipes back out!

Source: MRS 2021

MEAL COMPONENT CONTRIBUTION:

2 oz. eq. meat/meat alternate, 2 oz. eq. whole grains

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** 1 sandwich

RECIPE HACCP PROCESS: #2 - Same day service

MRS: 4105 – Sandwiches (4000s)

HAMBURGER



MEAT/MEAT ALTERNATE : WHOLE GRAINS

INGREDIENT

MEASURE (FOR 100 SERVINGS)

Beef Pattie, Broiled, 2 oz. eq., #1002	100 patties
Bun, Hamburger, WGR, #1228	100 buns
Lettuce, Shredded, #4008	2 pounds
Tomatoes, Whole, Red, Ripe, Raw, #4110	12 1/2 medium, whole , (medium, 2-3/5" diameter)
Pickles, Dill Slices, #2813	200 slices

You need to look at the recipe to determine what unit of measure you will use for column 10b. You will see that for this recipe, we are looking at “patties” as a unit of measure. It could also be “pounds” or “cans” depending on the product.

Source: MRS 2023

MRS: 6110 – Vegetables (5500s)

CRINKLE CUT FRIES (BAKED)

MEAL COMPONENT CONTRIBUTION:

½ cup starchy vegetable

NUMBER OF PORTIONS: 100 **SIZE OF PORTION:** ½ cup

RECIPE HACCP PROCESS: #2 - Same day service



VEGETABLES (STARCHY)

INGREDIENT

MEASURE (FOR 100 SERVINGS)

Potatoes, French Fries, Crinkle Cut, #1616

12 pounds + 8 ounces

Pan Release Spray, Vegetable Oil, #2514

20 second spray

Salt, Table, #2723

2 tablespoons

For our french fry example, we are looking at Pounds of potatoes. So we have to do some math. This recipe makes 100 portions. But we need 135 portions. Calculations are needed to determine that we 16 lb, 14 oz of potatoes to make 135 portions.

Calculation – How many pounds of potatoes do I need?

Formula	A	x	B			=	D
Steps	Purchase unit for recipe servings	x	Number of servings needed	÷	Number of portions in recipe	=	Quantity needed for recipe
Lists	12 lb 8 oz	x	135	÷	100	=	
Compute	12.5	x	1.35			=	16.875

BLANK – Calculation Template

Formula	A	x	B			=	D
Steps	Purchase unit for recipe servings	x	Number of servings needed	\div	Number of portions in recipe	=	Quantity needed for recipe
Lists		x		\div		=	
Compute		x				=	

Column 10b



	9		10a		10b		11		12		13		14		15
	Leftover Portions Used Today		Food Prepared Today		Lbs. Cans. Ea. Etc...		Portions Prepared (9+10a)		Portions Served		Portions Stored		Portions Discarded		
	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	
1	0		105		105 items		105								
2	0		160		160 items		160								
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
	V	V	X	X	X	X	X	X	X	X	X	X	X	X	X
14	0		135		16 lb, 14 oz		135								
15	0		110		2.5 #10 can		110								
16															
17															
18															
19															

The math for this part can be challenging. Usually, the nutrient analysis software system you are using will do these calculations for you!

STEP 7

Portions Served

This cannot be completed until after the Meal Service

- 1: Sausage Patty
- 2: Hamburger Patty
- 14: French Fries
- 15: Green Beans

	9		10a		10b		11		12		13		14	
	Leftover Portions Used Today		Food Prepared Today				Portions Prepared (9+10a)		Portions Served		Portions Stored		Portions Discarded	
	M/MA	M/MA	# Portions	Lbs. Ea.	Cans Etc...	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA
1	0		105	105 items			105		100					
2	0		160	160 items			160		150					
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
	V	V	X	X	X	X	X	X	X	X	X	X	X	X
14	0		135	16 lb, 14 oz			135		135					
15	0		110	2.5 #10 can			110		100					
16														
17														
18														

- Column 12(Portions served) continued.
- Items:
 - 26: Fruit Juice
 - 27: Canned Pears
 - 28: Assorted Fruit Juice
 - 29: Apple
 - 36: Biscuit
 - 37: Hamburger Bun

	9	10a	10b	11	12			
	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F	F F F F F F F F
26	0	80	80 items	80	60			
27	5	60	2.5 #10 can	60	45			
28	0	90	90 items	90	80			
29	0	60	60 items	60	57			
30								
31								
32								
33								
34								
35								
	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G	G G G G G G G G
36	0	105	105 items	105	100			
37	0	160	160 each	160	150			
38								
39								
40								
41								
42								
43								
44								
45								

STEP 8

What happens to your Leftovers?

This cannot be completed until after the Meal Service

Columns 13 & 14

- Stored or Discarded?
- Remember, if you add up your portions served plus stored/discarded, it SHOULD equal the total number of portions prepared.
- $C12 + C13 + C14 = C11$
- Food doesn't just disappear!

	9		10a		10b		11	12	13		14
	Leftover Portions Used Today	Food Prepared Today		Lbs. Cans Ea. Etc...	Portions Prepared (9+10a)	Portions Served	Portions Stored	Portions Discarded			
		# Portions									
	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	M/MA	
1	0	105	105 items	105	100			5			
2	0	160	160 items	160	150			10			
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
	V	V	X	X	X	X	X	X	X	X	X
14	0	135	16 lb, 14 oz	135	135			0			
15	0	110	2.5 #10 can	110	100			10			
16											
17											
18											
19											
20											

Columns 13 & 14

- Columns 13 (Stored) and 14(Discarded) continued.

- Items:

- 26: Fruit Juice
- 27: Canned Pears
- 28: Assorted Fruit Juice
- 29: Apple
- 36: Biscuit
- 37: Hamburger Bun

	9	10a	10b	11	12	13	14
	F F F F F F F F F F F F F F F F F F F F F F F F F						
26	0	80	80 items	80	60	20	
27	5	60	2.5 #10 can	65	45	20	
28	0	90	90 items	90	80	10	
29	0	60	60 items	60	57	3	
30							
31							
32							
33							
34							
35							
	G G G G G G G G G G G G G G G G G G G G G G G G G						
36	0	105	105 items	105	100		5
37	0	160	160 each	160	150		10
38							
39							

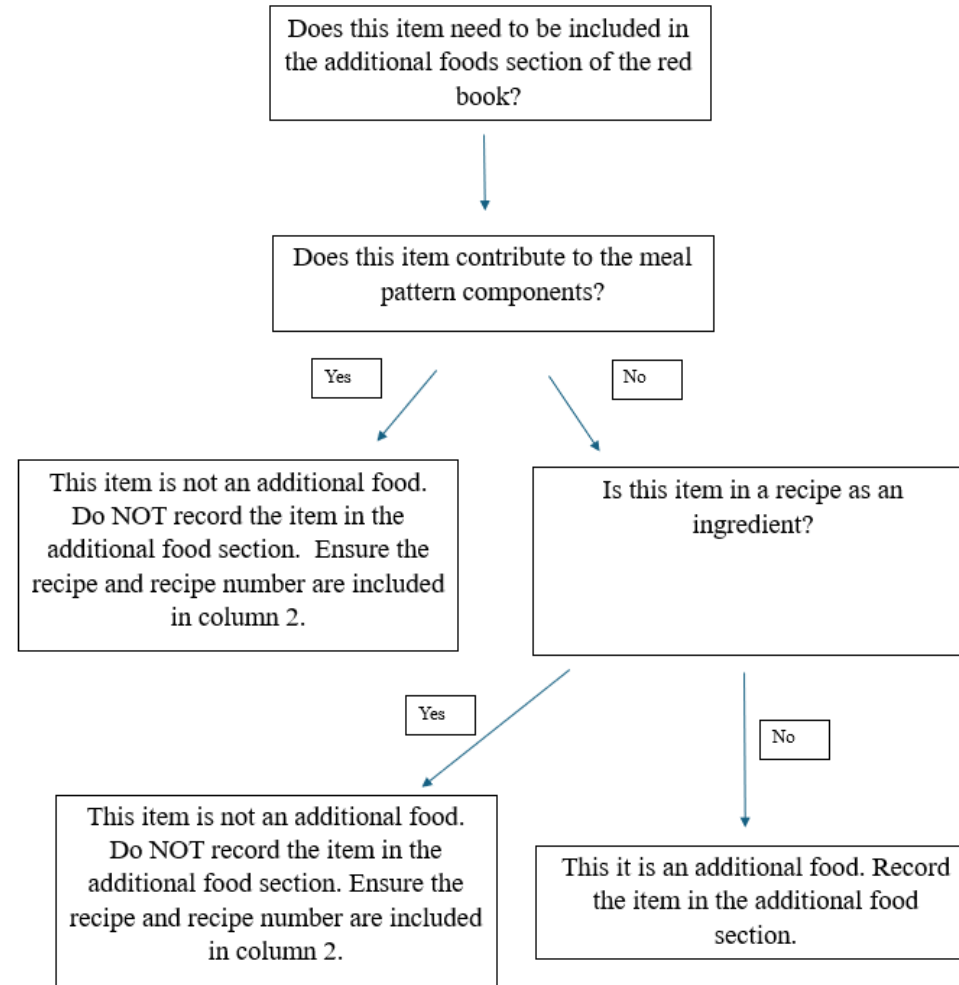
STEP 9

Comments/Additional Foods

This cannot be completed until after the Meal Service

Additional Foods:

Jelly
HB Trimmings
Mayo/Mustard/Ketchup



STEP 10

Milk

This cannot be completed until after the Meal Service

MILK	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Fat Free Flavored (choc)							37	42										1c	46
Fat Free Unflavored																			47
1 % Unflavored (white)							6	8										1c	48
																			49
																			50

You must put numbers here, not check marks!

Must be broken down by type of milk and meal service

You will have to count your coolers before/after every service to get an accurate count.

In NSLP/SBP, you need to offer a choice of milk types/flavors

STEP 11

Participation

This cannot be completed until after the Meal Service

Even though it is labeled Column 1" --- it is actually the very last thing you do!

Participation
BREAKFAST SERVED:
K-5 _____
6-8 _____
K-8 _____
9-12 <u> 110 </u>
ADULTS PAID:

IN KIND:
<u> 5 </u>
TOTAL:
<u> 115 </u>

LUNCHESES SERVED:
K-5 _____
6-8 _____
K-8 _____
9-12 <u> 155 </u>
ADULTS PAID

INKIND
<u> 10 </u>
TOTAL
<u> 165 </u>

FINAL PRODUCT

You did it! That wasn't so hard was it?

Participation	MENUS and Recipe Numbers	Plan Days	Days Served	FOOD ITEMS	B	L	S N	CONTRIBUTION SIZE
BREAKFAST SERVED:	BREAKFAST			MEAT/MEAT ALTERNATE M M M M M M				9-12
K-5	Sausage Biscuit (9170)	100	5	Sausage Patty	X	X		1/2 oz 1
6-8	Assorted Fruit Juice (6645)	75	5	Hamburger Patty		X		2 oz 2
K-8	Canned Pears (6855)	55	5					3
9-12	Milk (Variety)	80	5					4
								5
								6
								7
								8
ADULTS PAID:								9
								10
								11
IN KIND:	LUNCH							12
5	Hamburger (4105)	150	10					13
	French Fries (6110)	125	10					14
	Coleslaw (5685)	75	10					15
	Assorted Fruit Juice (6645)	80	10	VEGETABLE V V V V V V V V V V V V V V				16
	Apple (6300)	50	10	French Beans		X		1/2 C 14
TOTAL:	Milk (Variety)	125	10	Green Beans		X		1/2 C 15
115	Green Beans (5745)	100	10					16
								17
								18
								19
LUNCHES SERVED:								20
K-5								21
6-8								22
K-8								23
9-12								24
								25
ADULTS PAID				FRUIT F F F F F F F F F F F F F F				26
				Fruit Juice	X			1/2 C 26
				Canned Pears	X			1/2 C 27
				Assorted Fruit Juice		X		1/2 C 28
				Apple		X		1/2 C 29
INKIND								30
10								31
								32
TOTAL								33
165								34
								35
				GRAINS G G G G G G G G G G G G G G				36
				Biscuit	X			1 oz 36
				Hamburger Bun		X		2 oz 37
								38
								39
								40
								41
								42
								43
								44
								45
AFTER SCHOOL SNACKS SERVED:				MILK M M M M M M M M M M M M M M M M				46
Students:								47
								48
								49
								50

Date	9		10a		10p		11		12		13		14		Comments
	Leftover Portions Used Today	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA	MMA		
														Portions Prepared (9-10a)	
1	0	105	105 items	105	105	100	100							5	
2	0	100	100 items	100	100	150								10	
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14	0	135	10 lbs, 14 oz	135	135									0	
15	0	110	2.5 #10 can	110	100									10	
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26	0	80	80 items	80	60									20	
27	5	60	2.5 #10 can	60	45									15	
28	0	90	90 items	90	80									10	
29	0	60	60 items	60	57									3	
30															
31															
32															
33															
34															
35															
36															
37	0	105	105 items	105	100									5	
38	0	160	160 each	160	150									10	
39															
40															
41															
42															
43															
44															
45															

Additional Foods:
 Jelly
 HE Trimmings
 Mayo/Mustard/Ketchup

**What Questions
do you have?**





Chris Salley

Program Specialist

Betsy Redfern Pennington

Lead Registered Dietitian Nutritionist

mdek12.org

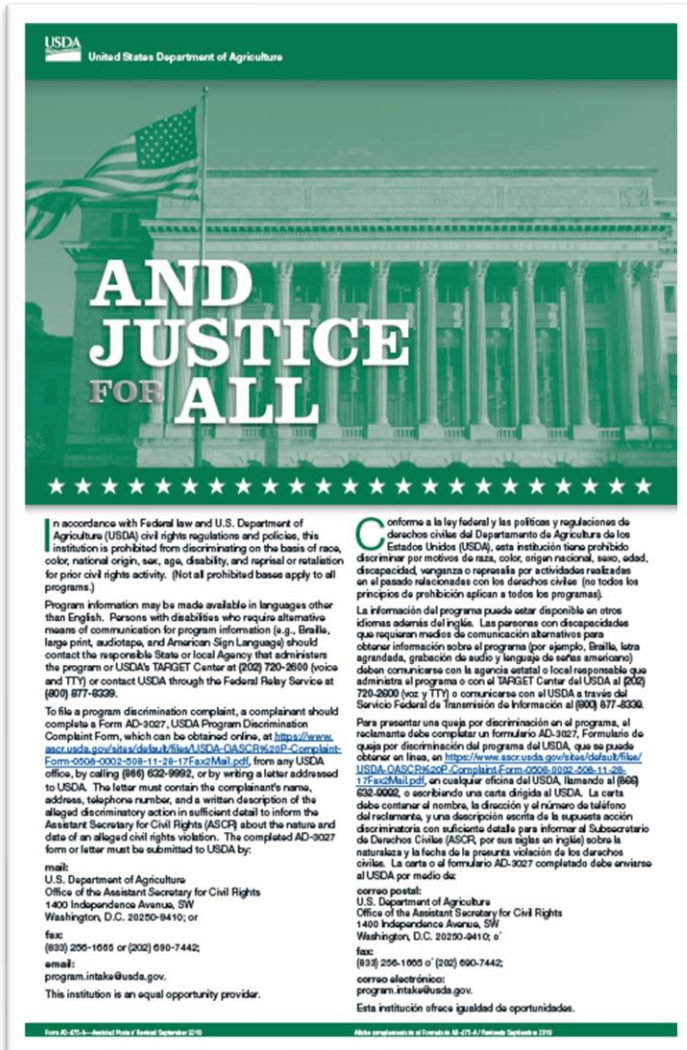


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Full Non-Discrimination Statement link:



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.iasc.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-28-17%20Mail.pdf>, from any USDA office, by calling (800) 658-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(800) 255-1055 or (202) 690-7442;
email:
program.intake@usda.gov.

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correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
fax:
(800) 255-1055 o (202) 690-7442;
correo electrónico:
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Form AD-3027 - Revised Print & Revised September 2016