2022-23 North Carolina Jr. Chef Competition (NCJCC)

The North Carolina Jr. Chef Competition (NCJCC) seeks student created and tested recipes for school meals. The goal of the N.C. Jr. Chef Competition is to inspire students to be involved in the development of healthier eating habits, especially when it comes to school meals. The intent of the competition is to inspire the next generation of culinary professionals, stimulate interest in locally produced agriculture, provide nutrition education, and ultimately increase consumption of healthy school meals.

The NCJCC will recognize students for their ability to work as members of a team to demonstrate valuable skills in recipe development, food preparation, marketing, public presentation, organization, and local food systems. The NCJCC consists of two parts: 1) a recipe contest and 2) cook-off. Student teams must **develop a recipe** that meets the guidelines to submit for the NCJCC recipe contest. For the NCJCC cook-off, finalist teams must **prepare, cook, and plate their recipe** and **present their prepared recipe** to evaluators.

For 2022-23, the N.C. Jr. Chef Competition will be a virtual hybrid format. Student teams will work together at their school with guidance from their Adult Team Supervisors and Coaches to meet competition requirements, develop a recipe, conduct taste tests of their recipe, and prepare and submit competition materials. Teams will participate virtually in live interviews with a panel of evaluators and a recognition ceremony.

ELIGIBILITY:

- 1. Teams of 2-4 high school students (grades 9-12) currently enrolled in a North Carolina public school that participates in the National School Lunch Program can participate in the NCJCC. Individuals may not be on more than one team.
- 2. Only one team per school is permitted an entry. The school may choose to hold a preliminary competition judged by School Nutrition professionals and community stakeholders to determine which team advances, but each school may only submit one entry.
- 3. Each team must have an Adult Team Supervisor which is a North Carolina public school educator (i.e., Ag, Family and Consumer Sciences, Math, or Science teacher) or School Nutrition administrator. The Adult Team Supervisor should provide the team with culinary guidance, teach food safety techniques, assist with costing and nutrient analysis, supervise recipe development and preparation, and help meet competition deadlines. Each team is also allowed, but not required, to have a Team Coach. The Team Coach could be a School Nutrition professional, Family and Consumer Sciences teacher, Cooperative Extension agent, chef, or farmer. Teams are strongly encouraged to work with their local School Nutrition Program to ensure that recipes will be replicable for school meals.

DEADLINES:

Date	Activity
February 3, 2023	Teams must submit the Online Submission Form, Application (Excel or Google Sheet), Recipe
(6 pm)	Photo and a signed NCJCC Permission and Release Form for each student team member. The
	Application includes team information, recipe ingredients and instructions, nutrient analysis,
	and cost analysis.
February 20, 2023	Based on a review of applications and recipes, up to 8 finalist teams will be selected to
	compete in the cook-off phase of the competition. Teams will be notified regarding finalist
	selections.
March 10, 2023 (6 pm)	Finalist teams will submit their final application with recipe, nutrient analysis, cost analysis,
	recipe photo, work plan, and an unedited recipe preparation video.
March 28 or 29, 2023	Teams will be scheduled for a brief virtual live interview with a panel of evaluators.
March 30, 2022	A virtual ceremony will be held recognizing all finalist teams and announcing the results.
March 30, 2022	Competition results will be officially announced via press release and social media.
April 28, 2023	The NCJCC first place team must submit the application (registration form, recipe, nutrient
(4:30 pm)	analysis, grocery list and work plan), documentation of nutrient analysis, recipe photo and
	permission forms for the Southeast Jr. Chef Competition.
May 11-12, 2023	The NCJCC first place team advances to compete in the Southeast Jr. Chef Competition at
	Sullivan University in Kentucky.

RECIPE CONTEST:

- 1. Student teams will develop a lunch entrée recipe (yield of 6 servings) that meets the USDA School Nutrition Program requirements and includes at least 2 North Carolina grown ingredients and 1 USDA Food item. At least one of the North Carolina grown ingredients must be sweetpotatoes, winter squash, dark leafy greens (collard greens, kale, mustard greens, turnip greens, romaine, spinach, swiss chard), cabbage (red or green), legumes/beans and peas, or wheat. Recipes must be replicable by School Nutrition professionals for school meals. Teams must conduct taste tests with their student peers and incorporate the feedback into the recipe. Students must calculate a cost per serving and nutrient analysis for their recipe. The recipes developed must be able to be prepared, plated, and presented by teams within the 90-minute time limit.
- Teams will submit the online Submission Form, Application, Recipe Photo and completed and signed NCJCC
 Permission and Release Forms. The Application includes team information, recipe ingredients and steps, nutrient
 analysis, and cost analysis.
- 3. A recipe review panel will review and score submissions based on established criteria. The NCJCC recipe review panel will check recipes for use of 2 local ingredients and 1 USDA Food item along with adherence to National School Lunch Program requirements, USDA Smart Snacks nutrition criteria and NCJCC guidelines. The NCJCC reserves the right, upon review, to reject recipes or ask for adjustment.
- 4. For 2022-23, teams are required to view brief videos/presentations on the following:
 - NCJCC guidelines,
 - School Nutrition,
 - Farm to school,
 - North Carolina agricultural products and USDA commodities, and
 - Food safety.
- 5. Points will be awarded based on completion of the required action steps, timely submission of the application and the quality of the recipe and application submitted. Up to eight finalist teams will be selected.

COOK-OFF:

Evaluators will evaluate the application materials and recipes of all entries and select up to 8 finalist teams to advance to the cook-off phase of the competition. The following section is only for the finalist teams advancing to the cook-off.

- 1. Finalist teams will compete preparing, plating, and presenting their recipe for a panel of evaluators.
- 2. Finalist teams will submit a video of their team preparing and plating their recipe. The recording should be done in one take (no editing, starting over, etc.) and should show the work surfaces in their entirety and the student(s) at all times. The video can show the team working together when allowable or show individual team members creating parts of the dish when being together in the same location is not possible, due to COVID-19 guidelines. The video must be unedited footage of recipe preparation. If team members must create parts of the dish in separate locations, the footage may be combined for one video submission. Note: Scoring is based on recipe development and culinary and food safety skills, not skills with video production.
- 3. Finalist teams will have **90** minutes to prepare, cook, and plate their recipe (yield of 6 servings). No food preparation may be done in advance. Teams will have 20 minutes after preparing and plating their dish for station clean up. Teams are also encouraged to clean as they go.
- 4. Each team must have an Adult Team Supervisor who is present for the duration of preparing and plating the recipe. Only students may prepare and plate the recipe. Any adult involvement in food preparation during the competition will result in disqualification.
- In preparing and plating their recipes, finalist teams must wear appropriate, clean attire, and demonstrate
 organization, culinary and food safety skills, and industry standards in the use of equipment, tools, and techniques.
 Participants will follow directions and recipes to prepare food products that meet industry standards.
- 6. For evaluation, evaluators will review submission forms, including the application, recipe, recipe photo, nutrient analysis, cost analysis, and work plan in addition to the team videos.
- 7. Teams will be scheduled to participate in a live virtual interview with the panel of evaluators. During the interview, teams will give the evaluation panel a brief presentation of their dish that includes an introduction of team members, a description of the dish, an explanation of the dish creation including local ingredients and USDA Foods

used, results of taste tests and how the recipe is replicable for school meals. **Teams will have 5 minutes for their presentation.** Evaluators will have time to ask questions of the team and provide feedback to teams based on their recipes. Interview sessions will be scheduled in 20-minute blocks.

- 8. Evaluators will use the rubric to score and write comments for each team by observing their food safety and work habits, culinary techniques, teamwork, presentation skills, and professional appearance and evaluating recipe development, creativity, adherence to nutrition guidelines, replicability for school meals, taste, and appeal. Evaluation from team interviews will also be noted on the rubric. After observing teams in action and conducting interviews for teams, evaluators will meet with each other to discuss participants' strengths and suggestions for improvement and decide on overall team scoring and placement.
- 9. All finalist teams will be recognized, and the results of the N.C. Jr. Chef Competition will be announced during a virtual ceremony. Teams will be notified regarding how to participate. Student members of the teams, Adult Team Supervisors, Team Coaches, and School Nutrition administrators advising the teams along with their school principals, and Public Information Officers for their school districts, and families will be invited to participate in the virtual recognition. Teams will also receive an official congratulations email regarding the results. Additionally, the results of the NCJCC will be announced via a press release and social media posts. Please refrain from sharing the results widely until these official notifications have gone out.

GENERAL INFORMATION:

- 1. In working together as a team on recipes, applications and interviews/presentations, students and staff should adhere to health and safety guidelines. Consult with your local school district and health department for guidance.
- 2. Students must be enrolled in a North Carolina school that participates in the National School Lunch Program.
- 3. Student teams will develop a recipe for an entrée that can be served as part of a complete reimbursable school meal. Only one recipe can be submitted per team. Entrée recipes should be an original creation by the students. Team advisors can provide guidance. Recipes should be replicable by School Nutrition professionals and meet the nutrition and cost requirements for school meals. Input and approval should be received from the School Nutrition Program prior to recipe submission.
- 4. Recipes should comply with USDA School Nutrition Program requirements. Teams should aim to meet the USDA Smart Snacks in Schools nutrition criteria for an entrée. Do not create recipes that use deep fat fryers. Dishes must not contain nuts or nut products. See below for additional information. The NCJCC Application includes a worksheet for nutrient analysis and calculation of cost per serving. In addition, <u>FoodData Central</u>, the USDA <u>Food Buying Guide</u>, and/or Recipe Analysis Workbook may be helpful in conducting nutrient analysis.
- 5. Recipes must include at least 2 North Carolina grown products and 1 USDA Food. The items must be identified in the recipe. See below for a list of some North Carolina grown products. <u>Use this list to determine eligible USDA Foods.</u> USDA Foods and local items used as garnish do not count towards recipe requirements.
- 6. Teams will receive scores on recipe development, safety and sanitation, execution/teamwork, and presentation.
- 7. Teams are expected to follow appropriate food safety procedures. For information related to safe minimum cooking temperatures and preventing cross-contamination, visit www.foodsafety.gov. Raw milk, eggs, meat, poultry, or seafood may **not** be served for consumption.
- 8. All student members of the finalist teams will receive certificates, medals based on the team score, and NCJCC chef's hats, coats, and aprons. The 1st, 2nd and 3rd place teams will receive plaques to display in their school. The 1st place team wins the honor of hosting the NCJCC trophy until the next cook-off.
- 9. For the North Carolina Jr. Chef Competition, Sullivan University is offering the following scholarships: 1st place \$10,000 scholarship for each student team member, 2nd place \$6,000 scholarship for each student team member, and 3rd place \$3,000 scholarship for each student team member.
- 10. The NCJCC first place team advances to the Southeast Jr. Chef Competition at Sullivan University in Kentucky. At this time, the 2023 Southeast Jr. Chef Competition is tentatively being planned to be in-person May 11-12. Teams will be notified as more information is available. For the Southeast Jr. Chef Competition winners, Sullivan University offers the following scholarships: 1st place \$10,000 scholarship for each student team member, 2nd place \$8,000 scholarship for each student team member.
- 11. The materials, equipment and ingredients needed for developing and preparing the recipe are the responsibility of the team/program/school. Ingredients will **not** be provided during the NCJCC. If sponsor funds are available, stipends may

be provided to teams to defer expenses related to ingredients, as per the recipe cost analysis. In addition, financial support may be provided to the first place North Carolina team for travel to/from and participate in the Southeast Jr. Chef Competition if sponsor funds are available.

12. If you have questions regarding the NCJCC, email Tracey Bates, tracey.bates@dpi.nc.gov, or Gwen Turner, gwen.turner@dpi.nc.gov.

NATIONAL SCHOOL NUTRITION PROGRAM GUIDELINES

The National School Lunch Program (NSLP) is a federally-assisted meal program operating in schools throughout the nation. The NSLP meal pattern and nutritional standards, based on the Dietary Guidelines for Americans, must be met in order for schools to receive federal reimbursement. Use the following guidelines to assist in developing a recipe that meets the requirements for school meals.

Considerations:

- Schools must meet Daily and Weekly component requirements. A component is one of five food groups. The
 components of a school meal are Grains, Fruit, Vegetable, Meat/Meat Alternate (protein and dairy products) and Milk.
- Recipes must document the amount of each component in the dish.
- For an ingredient to be creditable as a component, it must be visible in the final product or be a recipe that is widely known to contain that component.
- All food offered counts toward the nutrient requirements, including condiments.
- Federal reimbursement received is used to cover all School Nutrition Program expenses. School Nutrition Programs are advised to allocate resources as follows: food 40%, labor 40%, and equipment/other direct and indirect costs 20%.

Nutrition Standards* Entrée

Nutrient	Entree		
Calories	350 calories or less		
Sodium	480 mg or less		
Total Fat	35% of calories or less		
Saturated Fat	Less than 10% of calories		
Trans Fat	0		
Sugar	35% by weight or less		

Entrée Food Combinations
A school lunch entrée* is defined as the main course of a meal that
has a combination of:
meat/meat alternate + whole grain-rich food;
vegetable + meat/meat alternate;
fruit + meat/meat alternate; and a
meat/meat alternate alone, except for meat snacks (e.g., beef
jerky), yogurt, cheese, seeds, and seed butters.

^{*}Smart Snacks in Schools Nutrition Standards

Food Component Requirements

Component	Description
Meat/Meat	Credited in oz eq.
Alternate	Beef, poultry, pork, beans, seeds, cheese, yogurt, and tofu are all creditable. Nuts and nut products
(M/MA)	are creditable for school meals but are not allowed in the NCJCC.
	Use the USDA Food Buying Guide (FBG) to determine how products credit and convert as
	purchased into edible portion and oz eq.
Grain	Credited in oz eq.
	• All grains must be whole grain rich (i.e. ≥ 50% of the grains in the product are whole grains)
	Purchased breads, buns, bagels, and biscuits credit 1 oz by weight = 1 oz eq.
	• Purchased pastas, rice, and oats credit as 1oz dry or ½ cup cooked = 1 oz eq.
	Flour in from scratch recipes credits 16 g per serving = 1 oz eq.
	Cereal grains in from scratch recipes credit 28 g = 1 oz eq.
Fruit	Credited in cups
	Dried fruit credits as double the volume
	Minimum creditable amount is 1/8 cup
	Use the USDA Food Buying Guide to convert as purchased into edible portion.
Vegetable	Credited in cups
	Weekly vegetable subgroup requirements
	Minimum creditable amount is 1/8 cup
	Raw leafy greens credit as half the volume
	Use the USDA Food Buying Guide to convert as purchased into edible portion.

SCHOOL PROGRAMS MEAL, SNACK AND MILK PAYMENTS TO STATES AND SCHOOL FOOD AUTHORITIES Expressed in Dollars or Fractions Thereof Effective from: July 1, 2022-June 30, 2023

NATIONAL SCHOOL LUNCH PROGRAM¹		LESS THAN 60%	LESS THAN 60% + 7 cents ²	60% OR MORE	60% OR MORE + 7 cents ²	MAXIMUM RATE	MAXIMUM RATE + 7 cents ²
CONTIGUOUS STATES	PAID REDUCED PRICE FREE	0.37 3.53 3.93	0.45 3.61 4.01	0.39 3.55 3.95	0.47 3.63 4.03	0.45 3.70 4.10	0.53 3.78 4.18

North Carolina Grown Products - For info on these or other North Carolina grown products, visit www.gottobenc.com.

Grains	Fruit	Vegetables	Protein Foods	Dairy
 Millet 	 Apples 	Beans, Butter	• Beef	• Cheese
• Rye	 Asian Pears 	Beans, Green	• Bison	• Milk
 Sorghum 	 Blueberries 	Broccoli	 Chicken 	 Yogurt
 Wheat 	 Blackberries 	• Corn	• Eggs	
	 Cantaloupe 	 Cucumbers 	• Goat	
	 Grapes 	 Eggplant 	• Lamb	
	 Peaches 	 Leafy greens 	• Pork	
	 Raspberries 	(cabbage, collards,	 Seafood 	
	 Strawberries 	kale, turnip,	 Soybeans 	
	 Watermelon 	mustard)	 Turkey 	
		 Lettuce 		
		Okra		
		 Peas, Field 		
		 Peppers 		
		 Potatoes, White 		
		 Pumpkins 		
		 Squash 		
		 Sweetpotatoes 		
		 Tomatoes 		

Additional Resources

- USDA National School Lunch Program, https://www.fns.usda.gov/nslp
- USDA Food Buying Guide, https://foodbuyingguide.fns.usda.gov/
- USDA Whole Grain Resource for the National School Lunch and School Breakfast Programs, www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf
- North Carolina Department of Instruction, School Nutrition Services, https://www.dpi.nc.gov/districts-schools/district-operations/school-nutrition
- North Carolina Department of Public Instruction, Career and Technical Education, https://www.dpi.nc.gov/districts-schools/classroom-resources/career-and-technical-education
- North Carolina Department of Agriculture & Consumer Services, www.ncagr.gov
- North Carolina Farm to School Program, <u>www.ncfarmtoschool.com</u>
- Farm to School Coalition of North Carolina, www.farmtoschoolcoalitionnc.org

North Carolina Jr. Chef Competition - Recipe Example

The following recipe is provided as an example for teams to follow. The recipe from South Education Center Alternative School, Richfield, Minnesota was the Grand Prize Winner from the USDA, Food and Nutrition Service Recipes for Healthy Kids Competition. Source: Recipes for Healthy Kids Cookbook for Homes, USDA Team Nutrition

Recipe Info	Details
Menu Item	Porcupine Sliders
Number of Portions	6
Portion Size	1 slider
Preparation Time	30 minutes
Cooking Time	1 hour 20 minutes
Nutrients per Serving Calories 247, Protein 16 g, Carbohydrate 26 g, Total Fat 9 g, Saturated Fat 2 g, Sodium 3	
	1 slider provides 2 oz equivalent Meat/Meat Alternate and 1 oz equivalent Grain

Recipe Ingredients

Item	Amount
item	Amount
Brown rice, long-grain, regular, dry	1/8 cup
Canola oil	1 tsp
Fresh onion, peeled, diced	1 ½ Tbsp
Fresh celery, diced	¼ cup
Fresh garlic, minced	1 ½ tsp
Raw ground turkey, lean	1 lb
Egg, beaten	1
Dried cranberries, chopped	5 Tbsp
Fresh baby spinach, chopped	¾ cup
Worcestershire sauce	1 tsp
Salt	½ tsp
Ground black pepper	½ tsp
Ground white pepper	1/8 tsp
Mini whole wheat rolls	6 (1 ounce each)

Recipe Directions

- 1. Preheat oven to 350°F.
- 2. Combine brown rice and ½ cup water in a small pot and bring to a boil. Turn heat down to low. Cover and cook until water is absorbed, about 30-40 minutes. Fluff with a fork. Cover and refrigerate until completely cooled.
- 3. Heat canola oil in a small skillet. Add onions, celery, and garlic. Cook over medium heat for 5 minutes or until tender. Remove from heat. Cover and refrigerate until completely cooled.
- 4. In a medium mixing bowl, combine turkey, egg, cranberries, spinach, Worcestershire sauce, salt, peppers, brown rice, and sautéed vegetables. Mix well. Shape into 6 patties.
- 5. Line a large baking sheet with parchment paper and lightly coat with nonstick cooking spray. Place patties evenly spaced on baking sheet.
- 6. Bake uncovered for 20-25 minutes at 350°F to an internal temperature of 165°F or higher for at least 15 seconds (use a food thermometer to check the internal temperature). Do not overcook.
- 7. Remove from oven and serve on a mini whole wheat roll. Serve immediately.

Recipe Cost

Ingredient	Purchase Unit	Purchase cost	Unit cost	Amount Needed	Ingredient Cost
Brown rice, long grain	32 oz	1.99	\$0.362 / cup	1/8 cup	\$0.045
Canola oil	48 oz / 6 c	\$3.29	\$0.548 / cup	1 tsp	\$0.011
Onion, diced	3 lb / 12 cup	\$1.29	\$0.107 / cup	1 ½ Tbsp	\$0.010
Celery, diced	1 lb	\$2.49	\$0.809 / cup	¼ cup	\$0.202
Garlic, minced	1 head / 12 cloves	\$0.50	\$0.042 / .5 tsp (.5 tsp / 1 clove)	1 ½ tsp	\$0.125
Raw ground turkey, lean	1 lb	\$5.12	\$5.12 / lb	1 lb	\$5.12
Egg, beaten	1 dozen	\$1.59	\$0.132 / ea	1	\$0.132
Dried cranberries, chopped	6 oz	\$2.29	\$0.382 / oz (10 g / Tbsp)	5 Tbsp	\$0.682
Fresh baby spinach, chopped	8 oz	\$2.29	\$.286 / oz or cup	¾ cup	\$0.215
Worcestershire sauce	10 fl oz	\$0.99	\$0.099 / fl oz (0.169 fl oz/ tsp)	1 tsp	\$0.017
Salt	26 oz	\$0.39	\$0.015 / oz (6 g / tsp) \$0.003 / tsp	½ tsp	\$0.001
Ground black pepper	4 oz	\$2.79	\$0.697 / oz (2.8 g / tsp) \$0.0697 / tsp	½ tsp	\$0.035
Ground white pepper	1 oz	\$3.99	\$3.99 / oz (2.8 g / tsp) \$0.399 / tsp	1/8 tsp	\$0.050
Mini whole wheat rolls	12 rolls/1 doz	\$3.29	\$0.274 / ea	6	\$1.645

Total Recipe Cost	\$8.290
Portion Cost	\$1.382

CONDITIONS OF PARTICIPATION/RELEASES:

- 1. By submitting an entry, your team and advisor(s) agree to the contest conditions. All material submitted as part of entries will become the property of the Jr. Chef Competition and will not be returned. Jr. Chef Competition Sponsors reserve the right to publish and share the material without compensation to the students. Photos and video will be taken during the Jr. Chef Competition cook-off. Team members and advisors must understand that their name, school name, recipe, other materials submitted as part of the competition entry, and photos, videos and/or quotes from the cook-off may be posted online and shared through outreach in connection with the Jr. Chef Competition.
- 2. The Jr. Chef Competition is void where prohibited or restricted by law. All federal, state, and local laws and regulations apply. Organizers/Sponsors reserve the right to change these Jr. Chef Competition rules at any time. Notice shall be given to team members at the e-mail address shown on the entry form. By participating, teams agree to be bound by these official guidelines and the decisions of the Jr. Chef Competition Organizers/Sponsors, which shall be final in all respects. All team members must submit a completed and signed parental permission and release form to participate. By participating in this Jr. Chef Competition and/or by accepting any prize that they may win, team members/teams agree to release the Jr. Chef Competition Organizers/Sponsors; their parent, subsidiary and affiliated companies, units and divisions and advertising and promotional agencies and prize suppliers; each of their respective officers, directors, agents, representatives and employees; and each of these companies and individuals' respective successors, representatives and assigns (collectively, the "Released Parties") from any and all actions, claims, injury, loss or damage arising in any manner, directly or indirectly, from participation in this Jr. Chef Competition and/or acceptance or use of the prize. Entrants authorize the Released Parties to use their name, voice, likeness, biographical data, city and state of residence and entry materials in programming or promotional material, worldwide in perpetuity, or on a winner's list, if applicable, without further compensation unless prohibited by law. The Released Parties shall not be liable for: (i) late, lost, delayed, stolen, misdirected, postage-due, incomplete, unreadable, inaccurate, garbled or unintelligible entries, communications or affidavits, regardless of the method of transmission; (ii) telephone system, telephone or computer hardware, software or other technical or computer malfunctions, lost connections, disconnections, delays or transmission errors; (iii) data corruption, theft, destruction, unauthorized access to or alteration of entry or other materials; (iv) any injuries, losses or damages of any kind caused by the prize or resulting from acceptance, possession or use of a prize, or from participation in the Jr. Chef Competition; or (v) any printing, typographical, administrative or technological errors in any materials associated with the Jr. Chef Competition. Jr. Chef Competition Organizers/Sponsors disclaim any liability for damage to any computer system resulting from participating in, or accessing or downloading information in connection with this Jr. Chef Competition, and reserve the right, in their sole discretion, to cancel, modify or suspend the Jr. Chef Competition should a virus, bug, computer problem, unauthorized intervention or other causes beyond Sponsors' control, corrupt the administration, security or proper play of the Jr. Chef Competition. Jr. Chef Competition Organizers/Sponsors may prohibit you and your team from participating in the Jr. Chef Competition or winning a prize if, in their sole discretion, they determine you or your team are attempting to undermine the legitimate operation of the Jr. Chef Competition by cheating, hacking, deception, or any other unfair playing practices of intending to annoy, abuse, threaten or harass any other players or Jr. Chef Competition Organizer/Sponsor representatives.
- 3. This institution is an equal opportunity provider. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling (866) 632-9992, 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: (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) (833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov.