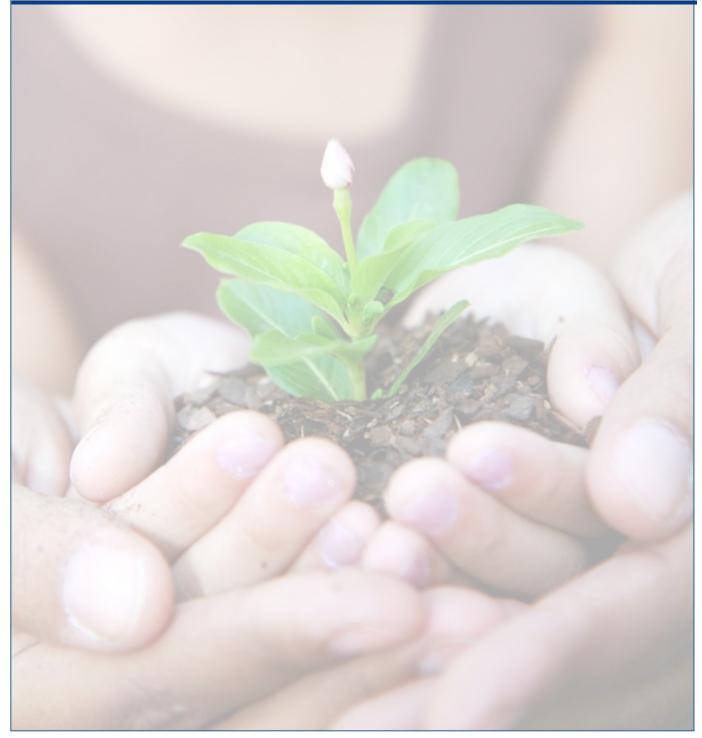
# Lesson 8: Working Toward Wellness



# Lesson 8: Working Toward Wellness

## **Background Information**

Schools play an important role in improving students' health and social outcomes, as well as promoting academic success. More than 95 percent of our nation's young people have direct contact with schools for about 6 hours a day and up to 13 critical years of their social, psychological, physical, and intellectual development.

The Local School Wellness Policy requirement, mandated by the USDA through the Child Nutrition and WIC Reauthorization Act of 2004, and further strengthened by the Healthy, Hunger-Free Kids Act of 2010, requires the development and implementation of a school wellness policy to establish a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity.





The Local School Wellness Policy regulation mandates that, at a minimum, a local school wellness policy must include: goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness; nutrition guidelines for all foods available on the school campus; involvement of parents, students, teachers, school nutrition and health professionals school board members, school administrators, and the general public in the development, implementation, review, and update of the Local School Wellness Policy; and communication to the public about the content and implementation of the policy.

## Concepts and Vocabulary

#### **Child Nutrition and WIC Reauthorization**

Act of 2004: Legislation authorizing continued funding for several programs, including the National School Lunch and School Breakfast Programs. This particular law added a new requirement for each district to have a Local School Wellness Policy.

#### Healthy, Hunger-Free Kids Act of 2010:

Legislation authorizing continued funding for several programs, including the National School Lunch and School Breakfast Programs. This particular law mandated changes strengthening the Local School Wellness Policy requirement.

**Local School Wellness Policy:** A written document that guides a school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

# 8.1: Learning Activity

#### Getting Ready



#### Time Required

45 minutes

#### **Materials Needed**

(\*Materials provided in the curriculum)

- □ Flip chart paper
- $\hfill\square$  Markers, pens, or pencils
- □ 1.5" x 2" colored sticky notes (four pads per group)
- □ \*District Wellness Policy Requirements (Appendix 8A)

#### Optional:

- □ \*Focus on Food Lesson 8 (PowerPoint)
- □ Computer
- D PowerPoint Projector

## 🌮 Preparation

- 1. Make copies of *District Wellness Policy Requirements* (Appendix 8A), one copy per group.
- 2. Organize the class into small groups of 2 to 4 participants.

Facilitator Tip: These groups can be the same groups formed in previous lessons.

3. Provide each group with a sheet of flip chart paper and markers, pens, or pencils to answer opening questions/prompts.

#### Optional:

4. Before participants arrive, connect laptop to projector. Load *Focus on Food Lesson 8* (PowerPoint).

Appendix BA - District Weiness Policy Requirements
 be load Weiness Policy Requirements
 constraints
 co

## **Opening Questions/Prompts**

 Say: Let's get started with Lesson 8 – Working Toward Wellness! To begin, I'd like everyone to discuss some opening questions within your group. Once you've discussed the prompts within your groups, we will come back together as a class and discuss your thoughts and responses as a whole. (Slide 2)

The first prompt I'd like you to discuss within your groups is:

- Explain what the term "wellness" means to you. (Slide 3)
- 2. Do: Allow 2 to 3 minutes for groups to discuss the prompts.
- 3. Say: Now I'd like you to discuss within your groups the next prompt:
  - Explain what you know about how a school can help support the "wellness" of students, parents, teachers, school nutrition service staff, and others involved in a school. (Slide 4)
- 4. Do: Allow 2 to 3 minutes for groups to discuss the prompts.
- 5. Say: Now I'd like you to discuss within your groups the last prompt:
  - Explain what you know about local school wellness policies. (Slide 5)
- 6. **Do:** Allow 2 to 3 minutes for groups to discuss the prompts.
- 7. **Say:** As a class, let's discuss what you talked about in your groups. What were some of your thoughts on the first prompt, "Explain what the term "wellness" means to you"?
- 8. **Do**: Allow about a minute for participants to share their thoughts on this topic with the class.

**Facilitator Tip:** This sharing phase is a great opportunity to begin to build rapport with participants. Some statements and questions to help engage participants at this phase are: "Tell me more about that"; "What do you mean by..."; "How is that motivating you?"; "Did anyone else write this?"; "That's a very popular opinion." At this stage, it is important that you do not correct misconceptions. Instead, make note of them, and if they are not corrected organically through the lesson, address them briefly at the end of the lesson.

- 9. **Say:** What were some of your thoughts on the second prompt, "Explain what you know about how a school can help support the "wellness" of students, parents, teachers, school nutrition service staff, and others involved in a school"?
- 10. Do: Allow about a minute for participants to share their thoughts on this topic with the class.

**Facilitator Tip:** Continue to make note of misconceptions as they arise. Assure participants that there will be more time to discuss these topics at the end of the lesson.

- 11. **Say:** What were some of your thoughts on the last prompt, "Explain what you know about local school wellness policies"?
- 12. Do: Allow about a minute for participants to share their thoughts on this topic with the class.





**Facilitator Tip:** Continue to make note of misconceptions as they arise. Assure participants that there will be more time to discuss these topics at the end of the lesson.



## Procedure (Experiencing)

- 1. **Say:** Now that we've completed our opening discussion, we'll start on the activity for this lesson. This activity involves Local School Wellness Policies.
  - There are a lot of different ways a school can promote wellness. Think about all of the possible resources in a school that help support the "wellness" of students, parents, teachers, staff, and others in the school community.
  - Take all these ideas about schools supporting wellness, and write them on sticky notes. (Slide 7)
  - Only write one idea per sticky note. This is important, since you'll be doing something with these sticky notes later on in the activity.

On the sticky notes write all of the ways a school and the people involved in the school can help support wellness.

Write one idea per sticky

note.

- 2. Do: Provide each group with 1.5" x 2" colored sticky notes (four pads per group).
- 3. Do: Allow participants several minutes to brainstorm and record ideas.

**Facilitator Tip:** If you observe participants writing very general concepts on each sticky note, encourage them to provide specific examples. For example, if participants write, "more exercise", you may prompt them by saying, "what specific things do you think could help get students and other members of the school community to be more physically active?"

- 4. Say: Now I'm going to distribute a handout about District Wellness Policy Requirements.
  - The federal government has certain requirements for wellness policies, and that's what this handout lists.
  - The next part of this activity is to organize your sticky notes into each component listed on the *District Wellness Policy Requirements* Handout (Appendix 8A). (Slide 8)
- 5. **Do:** Provide each group with a copy of the *District Wellness Policy Requirements* Handout (Appendix 8A). Allow participants a few minutes to organize their sticky notes.
- Say: I'm going to hand out new blank pieces of flip chart paper. Use this new sheet of flip chart paper to design the kind of wellness policy you would like to see in a school. (Slide 9)
  - They can think of it as their "ideal" wellness policy.
  - Your policy should meet the requirements on the *District Wellness Policy Requirements* Handout (Appendix 8A).
- 7. **Do:** Hand out a new, blank piece of flip chart paper to each group.
- 8. Do: Allow participants several minutes to brainstorm create their ideal wellness policy.

**Facilitator Tip:** Encourage students to think about the earlier discussion regarding what wellness means to them, and how they can use those ideas to create a healthy school. If

Organize your sticky notes into each section listed on the District Wellness Policy Requirements handout.

Use the new sheet of flip chart paper to design the kind of wellness policy you would like to see in a school. This policy should meet the requirements on the District Wellness Policy

Requirements handout.

necessary, you may provide them with some things to think about when creating their own wellness policy:

- What are some ways to promote healthy food choices at school?
- Think about other areas of the school. Are there opportunities to promote healthy food choices in the classroom? What about after school or before school?
- Describe how you would encourage involvement from people in the school or in the community in promoting healthy food choices.
- How will you tell people in the community what your school is doing to promote wellness?



## Activity Wrap-Up (Sharing, Processing, and Generalizing)

- 1. **Say:** Let's have each group share their wellness policy with the class. (Slide 10)
- 2. **Do:** Follow the group's line of thinking, and if necessary, ask more targeted questions.



- What are some common things that were listed under the "Nutrition Promotion" section of each group's wellness policy?
- What are some common things that were listed under the "Physical Activity" section of each group's wellness policy?
- What are some common things that were listed under the "Nutrition Guidelines" section of each group's wellness policy?
- What are some common things that were listed under the "Community Participation" section of each group's wellness policy?
- What are some common things that were listed under the "Checking That It's Working" section of each group's wellness policy?
- What are some common things that were listed under the "Sharing With the Public" section of each group's wellness policy?

**Facilitator Tip:** Groups may not have anything listed under "Checking That It's Working" or "Sharing With the Public." If this is the case, brainstorm different ways their policies could be assessed and/or disseminated with the class.

• Describe some ways you already promote wellness at your school site.

**Facilitator Tip:** If there are any misconceptions remaining in this phase of the lesson, you should address these now.

## Concept and Term Discovery/Introduction

A

Over the course of the lesson, participants should be able to identify the following concepts:

- Schools play an important role in improving students' health and social outcomes, as well as promoting academic success.
- There is a federal mandate that requires school districts participating in the National School Lunch Program and/or School Breakfast Program to develop a Local School Wellness Policy.
- A Local School Wellness Policy ("wellness policy") is a written document that guides a school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.
- A wellness policy should include specific goals for nutrition promotion; nutrition education; physical activity; and other school-based activities that promote student wellness

The following key vocabulary terms should be discovered by participants or introduced to them: Local School Wellness Policy.

## 8.2: Expanding Knowledge





Time Required

10 minutes



#### **Materials Needed**

(\*Materials provided in the curriculum)

- □ \*Focus on Food Lesson 8 (PowerPoint)
- □ PowerPoint Projector
- □ Computer

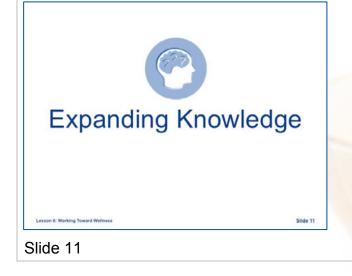


- Connect laptop to projector. Load Focus on Food Lesson 8 PowerPoint.
- 2. Queue the PowerPoint presentation to Slide 11.



#### Procedure

1. Go through the Expanding Knowledge presentation slide by slide. The following script is available for use if you so choose.



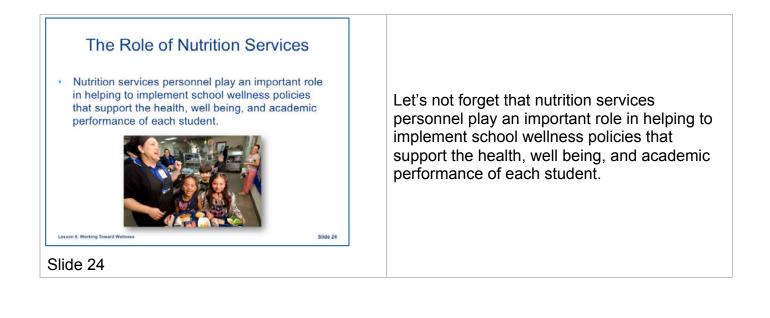
That was a great discussion! Now it's time to recap some concepts we learned throughout Lesson 8, working toward wellness.

<ul> <li>Local School Wellness Policy</li> <li>Schools play an important role in improving student's health, well being, and academic performance.</li> <li>Local School Wellness Policies are required by the United States Department of Agriculture.</li> </ul>	Let's talk some more about Local School Wellness Policies. Schools play an important role in improving student's health, well being, and academic performance, and school wellness policies are a reflection of the impact school can have on many aspects of student health. School districts are required by the United States Department of Agriculture to have a set of Local School Wellness Policies that help support healthy children.
District Wellness Policy Requirements         • There are specific wellness policy requirements at the district level.         • It is up to each school site to implement the district wellness policies at their school.         Lever #: Working Toward Wellness         Slide 13	It is important to note that while there are specific wellness policy requirements at the district level, it is up to each school site to implement the district wellness policies at their school.
District Wellness Policy RequirementsImage: Physical ActivityImage: Physical Act	Now let's recall the general district wellness policy requirements. Wellness policies must include rules that support nutrition promotion; nutrition education; physical activity; other areas of student wellness; and nutrition guidelines. They also need to involve the community; have a way to check that the policies are being implemented and are working; as well as a plan to share policies and progress with the public. Let's go over these categories in more detail.

District Wellness Policy Requirements           Wellness Policies Should include goals that promote good nutrition in schools.           • Wellness policies should include goals that promote good nutrition in schools.           • Policy Examples:           • "School lunchrooms should advertise healthy foods"           • "Teachers use non-food items to reward students for good behavior"	As you may recall, wellness policies should include goals that promote good nutrition in schools. Some policy examples include: "School lunchrooms should advertise healthy foods", or "Teachers use non-food items to reward students for good behavior". Does any one want to share more examples? [Pause to allow responses from the class.]
District Wellness Policy Requirements           Image: State of the st	Wellness policies should also include goals for teaching nutrition in the classroom, coordinating with the school lunchroom. Some policy examples include: "Students of all grade levels learn about nutrition in the classroom." or "School lunchrooms feature foods that students are learning about in class" Any other examples? [Pause to allow responses from the class.]
District Wellness Policy Requirements  Physical Activity  Vellness policies should include goals for student's physical activity.  Policy Example:  "In addition to recess, students are given the opportunity to be physically active at least 200 minutes a week"  Multiple Stude 17	Wellness policies should also include goals for student's physical activity. One policy example is: "In addition to recess, students are given the opportunity to be physically active at least 200 minutes a week." Any other examples? [Pause to allow responses from the class.]

District Wellness Policy Requirements  Other Areas of Student Wellness  • Wellness policies should include goals to support other areas of student wellness. • These might include policies about staff wellness, providing student health clinics, supporting mental health. • Policy Example: • "Schools will provide services that emphasize student support, advocacy, and resiliency building."  We were the Were Were Were Were Were Were Were We	<ul> <li>Wellness policies should also include goals to support other areas of student wellness. These might include policies about staff wellness, providing student health clinics, supporting mental health, although they don't have to be limited to just these.</li> <li>One policy example is: "Schools will provide services that emphasize student support, advocacy, and resiliency building." Any other examples?</li> <li>[Pause to allow responses from the class.]</li> </ul>
<ul> <li>District Wellness Policy Requirements</li> <li>Wurition Guidelines</li> <li>Wellness policies should include nutrition guidelines for all foods available on the school campus, with the goal of promoting student health.</li> <li>Policy Example:</li> <li>"Schools abide by the USDA meal patterns and food safety guidelines"</li> </ul>	Wellness policies should also include nutrition guidelines for all foods available on the school campus, with the goal of promoting student health. One policy example is: "Schools abide by the USDA meal pattern and food safety guidelines" Any other examples? [Pause to allow responses from the class.]
Slide 19          District Wellness Policy Requirements <ul> <li>Community Participation</li> <li>Involvement of the school community in designing and carrying out the policy, including parents, students, teachers, school health and nutrition professionals, the school board, school administrators, and the general public.</li> <li>Policy Example:                  <ul></ul></li></ul>	Wellness policies should also include Involvement of the school community in designing and carrying out the policy, including parents, students, teachers, school health and nutrition professionals, the school board, school administrators, and the general public. One policy example is: "All schools have a wellness committee with diverse members to design and carry out policy". Any other examples? [Pause to allow responses from the class.]

District Wellness Policy Requirements  Checking That's It's Working  one of the district checks that schools are following the district is making progress in reaching nutrition and health goals. The results are made available to the public.  Description Provide State St	<ul> <li>Wellness policies should also include guidelines that make sure that the district checks that schools are following the wellness policy. This is a chance to find out if the district is making progress in reaching nutrition and health goals. The results are made available to the public.</li> <li>One policy example is: "The wellness committee assesses each school's progress with wellness policy implementation once a year. Results are posted on the district website". Any other examples?</li> <li>[Pause to allow responses from the class.]</li> </ul>
District Wellness Policy Requirements Sharing With The Public	Finally, Wellness policies should also include guidelines that make sure that the district lets the public know about what is in the local wellness policy and what actions are taking place as a result of the policy. One policy example is: "Each school provides a public newsletter that highlights new wellness policies being implemented in each school." Any other examples? [Pause to allow responses from the class.]
Slide 22         District Wellness Policy Requirements         Image: Physical Activity       Image: Physical Activity         Image: Physical Activity       Image: Physical Activity         Image: Other Areas of Student Wellness       Image: Physical Activity         Image: Other Areas of Student Wellness       Image: Physical Activity         Image: Physical Activity       Image: Physical Activity </td <td>Just to recap, here are the seven District Wellness Policy Requirements one more time.</td>	Just to recap, here are the seven District Wellness Policy Requirements one more time.





## 8.3: Goal Setting Activity

Getting Ready



#### Time Required

5 minutes

#### **Materials Needed**

(\*Materials provided in the curriculum)

\*Goal Setting: Working Toward Wellness (Appendix 8B) Optional:

- □ \*Focus on Food Lesson 8 Newsletter (Appendix 8C)
- □ \*Focus on Food Lesson 8 (PowerPoint)
- □ Computer
- PowerPoint Projector

## **Preparation**

1. Make copies of the *Goal Setting: Working Toward Wellness* Handout (Appendix 8B), one for each participant.

Optional:

- 2. Make copies of the *Focus on Food Lesson 8 Newsletter* (Appendix 8C), one for each participant.
- 3. Connect laptop to projector. Load *Focus on Food Lesson 8* (PowerPoint).
- 4. Queue the PowerPoint Presentation to Slide 25.





## Procedure (Experiencing)

- Say: Now let's move on to Goal Setting! (Slide 25) We've talked about a school can help support the wellness of students. The next step is to set some goals and make a plan. I am going to distribute a Goal Setting Handout that has the following questions: (Slide 26)
  - 1) What does school wellness mean to you?
  - 2) How can you help with your school district's local wellness policy?
- 2. **Do:** Provide a copy of the *Goal Setting Handout: Working Toward Wellness* Handout (Appendix 8B) to each participant. Allow participants a few minutes to complete the handout.



3. **Say:** Would anyone like to share the goals they set for themselves?

**Facilitator Tip:** This is a great opportunity to prompt the participants to discover how important the role of nutrition services is in school wellness.

#### Optional:

- Say: I'm going to distribute one last handout, which is a newsletter with some extra information you might be interested in. Thank you all for participating in Lesson 8! (Slide 27)
- 5. **Do:** Provide a copy of the *Focus on Food Lesson 8 Newsletter* (Appendix 8C) to each participant.



## Appendix 8A – District Wellness Policy Requirements

The Local Wellness Policy federal mandate requires that, at minimum, a Local School Wellness Policy should have the following areas of emphasis:

**<u>1. Nutrition Promotion</u>**: Goals to promote nutrition on the school campus.

**<u>2. Nutrition Education</u>**: Goals for teaching nutrition in the classroom, coordinating with the school nutrition program.

**<u>3. Physical Activity</u>:** Goals for student's physical activity.

**<u>4. Other Areas of Student Wellness:</u>** Goals to support other areas of student wellness.

**<u>5. Nutrition Guidelines</u>**: Nutrition guidelines for all foods available on the school campus, with the goal of promoting student health.

**<u>6. Community Participation</u>:** Involvement of the school community in designing and carrying out the policy, including parents, students, teachers, school health and nutrition professionals, the school board, school administrators, and the general public.

**7. Checking That It's Working:** The district checks that schools are following the wellness policy. This is a chance to find out if the district is making progress in reaching nutrition and health goals. The results are made available to the public.

**8. Sharing With The Public:** The district lets the public know about what is in the local wellness policy and what actions are taking place as a result of the policy.

## Appendix 8B – Goal Setting

#### Working Toward Wellness

1. What does school wellness mean to you?

2. How can you help with your school district's local wellness policy?

## Appendix 8C – Focus on Food Lesson 8 Newsletter

The optional newsletter on the following pages is designed to help reinforce the concepts learned. If offering this course in a single workshop, you may wish to distribute the lesson newsletters weekly in order to help refresh participants' memory and solidify the concepts.

#### Focus on Food

# Working Toward Wellness

## In this issue...

What is in a Local School Wellness Policy?	Page 2
School Wellness Success! Farmington, Minnesota	Page 2
Team Work Makes the Dream Work	Page 3
School Wellness Success! Clinton, Mississippi	Page 3
How Can You Get Involved?	Page 4
School Wellness Success! Chicago, Illinois	Page 4
Test your knowledge with our Local School Wellness Policy quiz!	Page 5

# Where do school wellness policy requirements come from?

The Local School Wellness Policy requirement was first mandated in 2004 with the Child Nutrition and WIC Reauthorization Act. This law required that school districts have a wellness policy to support student health, well-being, and ability to learn. In 2010, Congress passed the Healthy, Hunger-Free Kids Act. This act built on the original requirements by adding more detail about how districts should be checking on the progress of their wellness policy. While Congress passed the laws that mandated wellness policies, it's actually the USDA that creates the Final Rules that schools need to follow.



# Supporting Student Health

A Local School Wellness Policy is a way schools and districts can make a comprehensive plan to support the health and well-being of students. There are lots of ways schools can create a safe and healthy place for students. While no two local school wellness policies are identical, there are certain wellness policy requirements that all schools that participate in the National School Lunch and School Breakfast Programs need to follow.

> Turn the page for more information on Local School Wellness Policies!

#### Did you know?

Local School Wellness Policies are required at the district level. However, your school can expand on the district policy and make a plan that's just right for your school's needs.



## School Wellness Success! Farmington, Minnesota

Farmington Area Public Schools, a district in Minnesota serving 6,773 students, used a different approach to successfully implement their local School Wellness Policy.

In order to meet nutrition education goals, schools within the district held competitions to encourage students to eat more fruits and vegetables, promoted healthy fundraising options like selling fruit boxes, and presented TV segments on healthy cooking during morning announcements similar to Food Network.

In order to meet school meal and competitive option goals, the district added healthier options to vending machines, cafeterias, and featured snack shops comprised of 100% healthful foods.



# What is in a Local School Wellness Policy?

Local School Wellness Policies are required by the United States Department of Agriculture. These policies should help promote student health, wellbeing, and ability to learn.

#### Goal Driven

A local school wellness policy is required to have goals for:

- » Nutrition promotion and education
- » Physical activity
- Other activities at school to promote student wellness



Food Guidelines

A local school wellness

» These should help

promote student

policy should have

guidelines for food

available at school.

health.

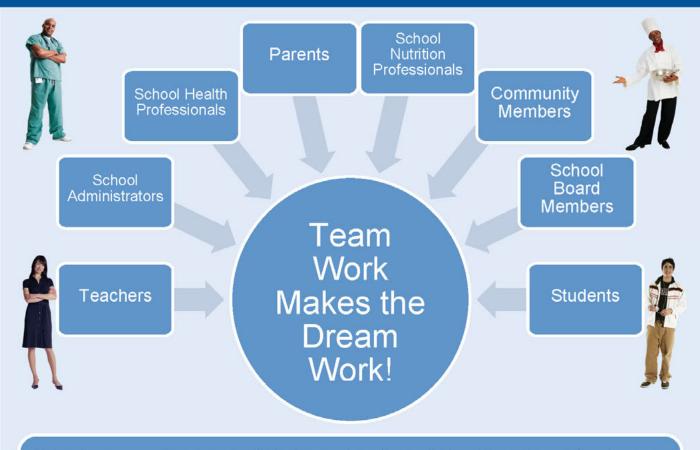


Sense of Community People in the community should help design and carry out the policy.





Check-Up The district should check that the policy is working from time to time.



Schools play an important role in improving students' health and social outcomes, as well as promoting academic success. The above community members should be involved in the development, implementation, review, and update of the Local School Wellness Policy to best provide for the students.

## School Wellness Success! Clinton, Mississippi

In striving to achieve Local School Wellness Policy goals implemented by the public school district in Clinton, Mississippi, schools took action.

Several training sessions for cafeteria staff were provided to promote the reduction of salt and sugar used in recipes, use of alternative herbs and spices, and ways to prepare visually appealing foods.

School officials held taste tests with students to involve them in the decision-making process and hosted a student recipe contest.

To improve physical activity, implementation of programs designed to promote health through 60 minutes of activity per day and videos to stimulate physical activity inside the classroom were essential.



# How Can You Get Involved?

# Look at your school district's website.

- » Most school districts will have a link to their Local School Wellness Policy on their website.
- » The policy is often available at the school nutrition services section of the website.
- » See if there is an upcoming district Wellness Committee meeting you can attend.

# Contact a leader at your school site.

Try contacting either your school principal or your school district's school nutrition services director and discuss your ideas on how you would be willing to help at your school site, or let them know you are interested.

#### **Get started!**

- » After you talk about your ideas with your school leader, it's time to get started!
- » Have fun with it and remember that all wellness goals, however big or small, can make a positive impact on the health and wellness of the whole school community.

More information about Local School Wellness Policies and how you can get involved is available at http://www.fns.usda.gov/tn/local-schoolwellness-policy.





## School Wellness Success! Chicago, Illinois

The Academy for Global Citizenship, a Chicago Public Charter School serving 300 students, has had success in implementing its own Wellness Policy.

This policy serves to promote daily recess, meals made from scratch, morning yoga for all students, and extracurricular activities.

The school encouraged staff members to create meals made from locally grown produce while promoting excitement for the addition of new meals by letting students and parents participate in the sampling and review of new food items.

A teaching garden was established to encourage student involvement with the food production process and is used to enhance academic lessons and homework assignments.



#### Did you know?

Some schools create school specific wellness committees to build on the district policy.



## The Results are In!

#### If you got all five right:

You are well-rounded on your Local School Wellness Policy knowledge! You know the requirements and suggestions for a successful policy and are ready to get involved. Put yourself out there and keep learning more!

#### If you got three or four right:

You're on the right track! Try finding the information you missed in other pages of this newsletter to become a Local School Wellness Policy master!

#### If you got one or two right:

It just means you have more opportunities to learn. Read through the newsletter again, or check out the information and resources available through the Local School Wellness Policy Collaborative at http://teamcaliforniaforhealthykids.org/ school-wellness/

## Test your knowledge with our Local School Wellness Policy quiz!

- 1. Local School Wellness Policies are required for every school site.
  - a. True
  - b. False
- Only people who work at the school district or at a school site should be involved in the development, implementation, review, and update of the Local School Wellness Policy.
  - a. True
  - b. False
- The Child Nutrition and WIC Reauthorization Act of 2004 added a new requirement for each district to have a Local School Wellness Policy.
  - a. True
  - b. False
- The Healthy, Hunger-Free Kids Act of 2010 eliminated the requirement to have a Local School Wellness Policy for each district.
  - a. True
  - b. False
- 5. Most school districts will have a link to their Local School Wellness Policy on their website.
  - a. True
  - b. False

Check your answers at the bottom of the page!

1. b; 2. b; 3. a; 4. b; 5. a

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

<u>http://www.ascr.usda.gov/complaint\_filing\_cust.html</u>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.