Crediting Smoothies in the Child and Adult Care Food Program

This guidance applies to reimbursable meals and snacks served in child care centers, family day care homes, emergency shelters, at-risk afterschool care centers, and adult day care centers that participate in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP).

For information on the CACFP meal patterns for children and the CACFP adult meal patterns, visit the Connecticut State Department of Education's (CSDE) Meal Patterns for the Child and Adult Care Food Program webpage. For information on the crediting requirements, visit the CSDE's Crediting Foods in the Child and Adult Care Food Program webpage and Crediting Documentation for the Child Nutrition Programs webpage.



Crediting Smoothies in the Child and Adult Care Food Program

Contents

Creditable Ingredients 3
Required Crediting Documentation for Smoothies 3
- Documentation for commercial smoothies 3
- Documentation for smoothies made from scratch 4
- Storing crediting documentation 4

Recommended Daily Limit for Smoothies 5
Crediting Fruits and Vegetables in Smoothies 5
- Juice limit 5
- Mixed fruits and vegetables 5
- Smoothies at breakfast 6
- Smoothies at lunch and supper 6
- Smoothies at snack 6

Crediting Milk in Smoothies 7
- Allowable types of milk 7
- Minimum creditable amount 7

Crediting Yogurt in Smoothies 8
- Yogurt substitution for milk in CACFP adult meal patterns 8

Additional Ingredients 8
Smoothie Crediting Example 9
Commercial Products 10
- Crediting pureed vegetables/fruits 10
- Crediting milk 10
- Crediting yogurt 11
- Limit for crediting amount 11
- Noncreditable commercial smoothies 11
- Review accuracy of PFS 11

Resources 11

Crediting Smoothies in the Child and Adult Care Food Program

Creditable Ingredients

Smoothie ingredients that credit toward the CSCFP meal patterns include:

- full-strength vegetable juice and pureed vegetables (vegetables component);
- full-strength fruit juice and pureed fruits (fruits component);
- milk that is consistent with the meal pattern requirements for each grade group, including flavored milk that meet the USDA's limit for added sugars (milk component) (refer to "Allowable types of milk" in this document); and
- yogurt and soy yogurt that meet the USDA's limit for added sugars (meats/meat alternates (MMA) component).

Creditable ingredients in smoothies must provide at least the minimum creditable amount to credit toward the meal patterns. The minimum creditable amount is ⅛ cup for the vegetables component and fruits component, ¼ cup for the milk component (applies only to milk in smoothies), and ⅛ cup (¼ ounce) for yogurt.

Required Crediting Documentation for Smoothies

CACFP facilities must maintain appropriate documentation to indicate the crediting information for each meal component in a smoothie. For example, to credit a strawberry-yogurt smoothie as ½ cup of the fruits component and 1 ounce equivalent (oz eq) of the MMA component, the CACFP facility's documentation must indicate that the serving contains ½ cup of pureed strawberries and ½ cup of yogurt. Documentation must be based on the food yields and crediting information in the USDA's *Food Buying Guide for Child Nutrition Programs* (FBG).

Documentation for commercial smoothies

Commercial smoothies require a product formulation statement (PFS) that indicates the amount of each meal component per serving. A Child Nutrition (CN) label might be available for some commercial smoothies that contain yogurt. For information on CN labels and PFS forms, refer to the CSDE's resources, *Using Child Nutrition (CN) Labels in the Child and Adult Care Food Program*, *Using Product Formulation Statements in the Child and Adult Care Food Program*. For guidance on how to review a PFS, visit the USDA's Child Nutrition Programs: Tips for Evaluating a Manufacturer's Product Formulation Statement webpage.

For more information on crediting documentation, refer to the CSDE's resource, *Accepting Processed Product Documentation in the Child and Adult Care Food Program*, and USDA Memo SP 05-2025, CACFP 04-2025, SFSP 02-2025: *Guidance for Accepting Processed*

Product Documentation for Meal Pattern Requirements. Additional guidance is available on the CSDE's Crediting Documentation for the Child Nutrition Programs webpage.

Training on the documentation requirements, CN labels, and PFS forms is available in Bite Size Module 7: Introduction to Crediting Documentation, Bite Size Module 8: Child Nutrition (CN) Labels, and Bite Size Module 9: Product Formulation Statements of the CSDE's training program, *Bite Size: Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns.*

Documentation for smoothies made from scratch

Smoothies made from scratch require a recipe that indicates the contribution of each meal component in the serving. The USDA recommends using standardized recipes because they ensure accurate meal component contributions and document that menus meet the meal pattern requirements.

> The USDA defines a standardized recipe as one that has been tried, adapted, and retried at least three times and has been found to produce the same good results and yield every time when the exact procedures are used with the same type of equipment and the same quantity and quality of ingredients.

For information on standardized recipes, refer to the CSDE's *Guide to Menu Documentation for the Child and Adult Care Food Program* and the Institute of Child Nutrition's *Recipe Standardization Guide for the Child and Adult Care Food Program* and visit the "Standardized Recipes" section of the CSDE's Crediting Documentation for the Child Nutrition Programs webpage. Training on standardized recipes is available in Bite Size Module 6: Menus, Production Records, and Standardized Recipes of the CSDE's training program, *Bite Size: Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns.*

Storing crediting documentation

CACFP facilities must maintain all CN labels, PFS forms, and other smoothie crediting documentation on file in accordance with the records retention requirements for the CACFP. This documentation must be current and will be reviewed by the CSDE during the Administrative Review of the CACFP. For more information, refer to the CSDE's resource, *Records Retention Requirements for the Child and Adult Care Food Program*.

Crediting Smoothies in the Child and Adult Care Food Program

Recommended Daily Limit for Smoothies

The USDA recommends limiting smoothies to one meal or snack per day. For example, if a smoothie is served at breakfast, the lunch menu and snack menu should not include a smoothie.

Crediting Fruits and Vegetables in Smoothies

Pureed fruits and vegetables in smoothies credit as juice. Crediting is based on the volume (cups) of pureed fruits and vegetables per serving. For example, a smoothie that contains ½ cup of pureed strawberries credits as ½ cup of fruit juice. CACFP facilities must document the amount of pureed fruits and vegetables per serving (refer to "Required Crediting Documentation for Smoothies" in this document). Menu planners must follow the guidance below when crediting fruits and vegetables in smoothies.

Juice limit

Juice credits as the vegetables component or fruits component at only one meal or snack per day. The juice limit includes all types of 100 percent juices, e.g. fruit juice, vegetable juice, and juice blends, pureed fruits and vegetables in smoothies, and frozen juice pops made from 100 percent juice.

- **Example:** The menu planner credits pureed blueberries in a smoothie as the fruits component at breakfast. Juice cannot credit as the fruits component or the vegetables component at lunch, supper, or snack.

For more information on crediting juices, refer to the CSDE's resource, *Crediting Juices in the Child and Adult Care Food Program*.

Mixed fruits and vegetables

Smoothies that contain a mix of pureed fruits and vegetables, or 100 percent fruit and vegetable juice blends, credit based on the greatest fruit or vegetable ingredient.

- **Commercial smoothies:** Commercial smoothies credit as the fruits component if the first juice ingredient is fruit juice or fruit puree. They credit as the vegetables component if the first juice ingredient is vegetable juice or vegetable puree.

- **Smoothies made from scratch:** Smoothies made from scratch credit as the fruits component if fruit juice or fruit puree is the greatest juice ingredient in the recipe. They credit as the vegetables component if vegetable juice or vegetable puree is the greatest juice ingredient in the recipe.

Smoothies at breakfast

The CACFP breakfast meal pattern requires a serving of vegetables, fruits, or both. Smoothies that contain the required amount of juice (including pureed fruits and vegetables) for each age group may credit as the entire vegetables/fruits component at breakfast. For example, a serving of smoothie that contains ½ cup of pureed strawberries credits as the full vegetables/fruits component for ages 3-5.

Smoothies at lunch and supper

The CACFP lunch and supper meal pattern requires a serving of the fruits component and a serving of vegetables component. Lunch and supper menus cannot offer a smoothie and juice as the only two servings of fruits and vegetables because both credit as juice. For example, the lunch menu cannot offer a strawberry smoothie as the fruits component and tomato juice as the vegetables component. At least one of the required servings of the vegetables component or fruits component must be a whole fruit or vegetable, i.e., fresh, frozen, canned, or dried.

Smoothies at snack

The CACFP snack meal pattern requires two of the five meal components (milk, MMA, vegetables, fruits, and grains).

- Pureed fruits and vegetables in smoothies may credit as the entire fruits component or the entire vegetables component but cannot credit as both meal components in the same snack.

- Smoothies that contain juice and milk may credit as either juice or milk but cannot credit as both meal components in the same snack.

- The snack menu cannot include juice (including pureed fruits and vegetables in smoothies) when milk is the only other meal component.

The examples below show how these requirements apply to the CACFP meal patterns for ages 3-5. These smoothies cannot credit as the milk component for age 1 because the CACFP meal patterns for children require whole milk for age 1.

- **Example 1:** A smoothie recipe's serving contains ½ cup of pureed fruit (credits as fruit juice) and ½ cup of unflavored low-fat milk. The menu planner may choose to credit the smoothie as either the fruits component or the milk component but cannot credit the smoothie as both components in the same snack. To be reimbursable, the snack must include the full serving of a second component, i.e., MMA, grains, or vegetables.

- **Example 2:** A smoothie recipe's serving contains ½ cup of pureed fruit (credits as fruit juice) and ¼ cup of unflavored low-fat milk. The pureed fruit credits as the fruits component. However, the milk does not credit as the milk component because the serving is less than ½ cup. To be reimbursable, the snack must include the full serving of a second component, i.e., MMA, grains, or vegetables. The examples below show how these requirements apply to the CACFP meal pattern for ages 3-5. The required servings for this age group are ½ cup for the fruits component and ½ cup for the milk component.

Crediting Milk in Smoothies

Milk in smoothies credits as the milk component based on the cups per serving. For example, a smoothie that contains ½ cup of milk credits as ½ cup of the milk component. CACFP facilities must document the amount of milk per serving (refer to "Required Crediting Documentation for Smoothies" in this document).

Allowable types of milk

The CACFP meal patterns for age 1 require unflavored whole milk. Effective June 8, 2026, the CACFP meal patterns for children ages 2 and older and adult participants allow unflavored whole and reduced-fat (2%) milk in addition to the previously allowed unflavored low-fat (1%) and fat-free milk. Flavored milk may be served to ages 6 and older and adult participants but the USDA's CACFP best practices recommend serving only unflavored milk.

Minimum creditable amount

The minimum creditable amount of milk in a smoothie is ¼ cup. CACFP facilities must document the amount of milk per serving with a recipe for smoothies made from scratch and a PFS for commercial products (refer to "Required Crediting Documentation" in this document).

Crediting Smoothies in the Child and Adult Care Food Program

Crediting Yogurt in Smoothies

Effective July 1, 2025, the USDA final rule, *Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans*, requires that yogurt and soy yogurt cannot exceed 12 grams of added sugars per 6 ounces (no more than 2 grams of added sugars per ounce). Yogurt and soy yogurt that meets this limit may credit as the MMA component when used as an ingredient in smoothies.

The meal pattern contribution is based on the volume (cups) or weight of yogurt in the smoothie serving. A ½-cup serving of yogurt credits as 1 oz eq of the MMA component. The minimum creditable amount is ⅛ cup.

CACFP facilities must document the amount of yogurt or soy yogurt per serving with a recipe for smoothies made from scratch and a PFS for commercial products (refer to "Required Crediting Documentation" in this document). For information on the crediting requirements for yogurt, refer to the CSDE's resource, *Crediting Yogurt in the Child and Adult Care Food Program.*

Yogurt substitution for milk in CACFP adult meal patterns

For the CACFP adult meal patterns only, ¾ cup of yogurt or soy yogurt (6 ounces weight) that meets the added sugars limit may substitute for 8 fluid ounces of milk at one meal per day. This includes yogurt in smoothies.

Additional Ingredients

Smoothies may include additional noncreditable ingredients to improve flavor and consistency, such as oatmeal and peanut butter. However, these ingredients do not credit toward the meal CACFP patterns.



Crediting Smoothies in the Child and Adult Care Food Program

Smoothie Crediting Example

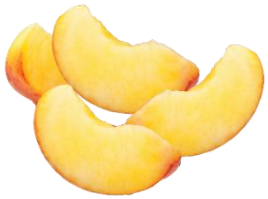
The example below shows how to credit a smoothie made with blueberry puree, low-fat yogurt, fat-free milk, and oatmeal.

Smoothie ingredient	Meal pattern contribution
Frozen blueberry puree, ½ cup	½ cup of fruit juice (fruits component)
Low-fat blueberry yogurt with no more than 2 grams of added sugars per ounce, ½ cup	1 oz eq of MMA
Low-fat milk, 4 fluid ounces	4 fluid ounces of milk
Oatmeal, 2 tablespoons	None (does not credit in smoothies)

This smoothie recipe credits toward the fruits, MMA, and milk components for ages 2 and older and adult participants; and toward the fruits and MMA components for age 1. This smoothie cannot credit as the milk component for age 1 because the CACFP meal patterns for children require unflavored whole milk for age 1.

The blueberry puree credits as fruit juice and counts toward the juice limit for all ages. For more information, refer to the CSDE's resource, *Crediting Juices in the Child and Adult Care Food Program*.





Crediting Smoothies in the Child and Adult Care Food Program

Commercial Products

Commercial smoothies credit the same as smoothies made from scratch. Product formulation and labeling can vary greatly because commercial smoothies do not have a Food and Drug Administration (FDA) standard of identity. To credit commercial smoothies in CACFP meals and snacks, CACFP facilities must obtain a PFS (or CN label, if available) stating the amount of all creditable ingredients per serving, such as pureed fruits and vegetables, juice, yogurt, and milk (refer to "Required Crediting Documentation" in this document) and follow the guidance below.

The crediting documentation for commercial smoothies must follow the guidance below.

Crediting pureed vegetables/fruits

Commercial smoothies made with juices or pureed fruits/vegetables credit only as juice toward the fruits component or vegetables component. Crediting is based on the volume of fruits/vegetables after pureeing and before freezing. The product label must include a statement regarding the "percent juice content," which is required by the FDA for beverages made with fruit/vegetable juice or puree.

For example, an 8-fluid ounce smoothie made from fruit puree that is labeled with "contains 50% juice" credits as 4 fluid ounces (½ cup) of juice. CACFP facilities may need to obtain a PFS from the manufacturer to document the amount of pureed fruit in the product.

> Concentrated fruit puree and concentrated juice are added sugars and do not credit in smoothies unless they are reconstituted to full-strength fruit puree or full-strength juice.

Crediting milk

The type of milk used as an ingredient in commercial smoothies must be consistent with the meal pattern requirements (refer to "Allowable types of milk" in this document). The manufacturer's product documentation must attest that commercial mixes with milk are made using ingredients that meet federal, state, and local definitions for fluid milk.

Crediting Smoothies in the Child and Adult Care Food Program

Crediting yogurt

Yogurt and soy yogurt that meets the limit for added sugars credits as the MMA component when used as an ingredient in commercial smoothies (refer to "Crediting Yogurt in Smoothies" in this document). The product documentation must attest that commercial mixes with yogurt are made in compliance with the federal definition for yogurt.

Limit for crediting amount

The total creditable amount in a smoothie cannot exceed the volume served. For example, ½ cup of a commercial smoothie cannot credit as 1 cup of juice.

Noncreditable commercial smoothies

Probiotic dairy drinks, drinkable yogurt, and yogurt drinks are not smoothies, and do not credit in the CACFP meal patterns. Commercial smoothies that contain dietary supplements (such as whey protein powder) or herbal supplements (such as gingko biloba, ginseng, and echinacea) do not credit.

Review accuracy of PFS

The USDA requires that CACFP facilities must verify the PFS for accuracy prior to purchasing, serving, and claiming the food product in reimbursable meals and snacks (refer to "Documentation for commercial smoothies" in this document). Check that the listed volumes of pureed fruits and vegetables are prior to freezing. Check that milk meets the meal pattern requirements. Check that yogurt meets the federal definition for yogurt and the limit for added sugars.

Resources

Accepting Processed Product Documentation in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/accepting_processed_product_documentation_cacfp.pdf

Accepting Product Documentation (CSDE's Crediting Documentation for the Child Nutrition Program webpage):
https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/accepting-product-documentation

Bite Size Module 6: Menus, Production Records, and Standardized Recipes (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module6

Bite Size Module 7: Introduction to Crediting Documentation (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module7

Bite Size Module 8: Child Nutrition (CN) Labels (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module8

Bite Size Module 9: Product Formulation Statements (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module9

Bite Size Module 10: Milk Component (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module10

Bite Size Module 11: Meats/Meat Alternates (MMA) Component (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module11

Bite Size Module 12: Vegetables Component (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module12

Bite Size Module 13: Fruits Component (CSDE's Training Program, Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns): https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program/bite-size-meal-pattern-training#module13

Crediting Smoothies in the Child and Adult Care Food Program

CACFP Best Practices (USDA webpage):
https://www.fna.usda.gov/cacfp/program-operator/best-practices

Child Nutrition Programs: Tips for Evaluating a Manufacturer's Product Formulation Statement (USDA webpage):
https://www.fna.usda.gov/cn/labeling/tips-evaluating-pfs

Crediting Documentation for the Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs

Crediting Juices in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/credit_juices_cacfp.pdf

Crediting Yogurt in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/credit_yogurt_cacfp.pdf

Food Buying Guide for Child Nutrition Programs (USDA):
https://www.fna.usda.gov/tn/fbg

Fruits Component (CSDE's Crediting Foods in the Child and Adult Care Food Program webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-child-and-adult-care-food-program/fruits

Product Formulation Statements (CSDE's Crediting Documentation for the Child Nutrition Programs webpage):
https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/product-formulation-statements

Standardized Recipes (CSDE's Crediting Documentation for the Child Nutrition Program webpage):
https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs/standardized-recipes

USDA Final Rule: Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans (89 FR 31962):
https://www.federalregister.gov/documents/2024/04/25/2024-08098/child-nutrition-programs-meal-patterns-consistent-with-the-2020-2025-dietary-guidelines-for

Crediting Smoothies in the Child and Adult Care Food Program

USDA Final Rule: Expanding Fluid Milk Options in Child Nutrition Programs (91 FR 25073):
https://www.federalregister.gov/documents/2026/05/08/2026-09212/expanding-fluid-milk-options-in-child-nutrition-programs

USDA Memo SP 02-2024, CACFP 02-2024, and SFSP 02-2024: Revised: Crediting Tofu and Soy Yogurt Products in the School Meals Programs, Child and Adult Care Food Program, and Summer Food Service Program:
https://www.fna.usda.gov/cn/crediting-tofu-soy-yogurt-products-school-meals-cacfp

USDA Memo SP 05-2025, CACFP 04-2025, and SFSP 02-2025: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements:
https://www.fna.usda.gov/cn/labeling/guidance-accepting-processed-product-documentation

USDA Memo SP 40-2019, CACFP 17-2019, and SFSP 17-2019: Smoothies Offered in Child Nutrition Programs:
https://www.fna.usda.gov/cn/smoothies-offered

Using Child Nutrition (CN) Labels in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/using_cn_labels_cacfp.pdf

Using Product Formulation Statements in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/using_product_formulation_statements_cacfp.pdf

Vegetables Component (CSDE's Crediting Foods in the Child and Adult Care Food Program webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-child-and-adult-care-food-program/vegetables

Vegetable Subgroups in the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/vegetable_subgroups_cacfp.pdf

Crediting Smoothies in the Child and Adult Care Food Program

For more information, visit the CSDE's Crediting Foods in the Child and Adult Care Food Program webpage or contact the CACFP staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cacfp/crediting/cacfp_credit_smoothies.pdf.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov

CONNECTICUT
Education

Crediting Smoothies in the Child and Adult Care Food Program

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 at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.