

Olympic Community Action Programs

Early Childhood Services

Thank you for your interest in enrolling your child in Head Start/Early Head Start/ECEAP.

In order to process your application, we must have the following:

1. **Proof of income for 12 months.** This can be the first page of your most recent tax return which shows your gross income, W-2, or most recent pay stub with Year-to-Date income, TANF or SSI letter, or letter from employer. If you do not have these, please contact us for more instruction.
2. **Proof of birth.** A state or hospital birth certificate (copy) or another legal document such as a passport. ***If you don't have a copy of the birth certificate, don't worry, we have other ways to verify. Please still submit application and income information. ***

Please be sure to fully complete the **Special Considerations/Priority for Enrollment** section on the last page of the application that apply to your family. The program does not enroll on a first come, first served basis but is required to ensure those children and families with the greatest need get the first opportunity.

The application must have a **signature and date** on the last page.

It is important that we have a reliable way to contact you. Write clearly, include phone numbers and e-mail address. If you can only receive a text message, please let us know.

For families of children with diagnosed special needs, please include a copy of their **Current IEP or IFSP**. This ensures they receive the appropriate placement on our wait lists for service.

Return the completed, signed application to:

Carol Johnson/Family Service Specialist
OlyCAP
228 W 1st Street Suite J
Port Angeles, WA 98362
(360) 302-1237
ecsapps@olycap.org

2024-2025 Early ECEAP Prescreen & Application (Combined Form)

School Year Applying for: 2024-2025

Return to: Olympic Community Action Programs - ECS
228 W 1st St, Suite J, Port Angeles, WA 98362

Section 1: Child Information

Legal First Name	Middle Name	Legal Last Name
Child Date of Birth	Nick Name	Gender Identity
Is this child an India Child, as defined by WAC 11-425-0030?		<input type="checkbox"/> Yes <input type="checkbox"/> No

IFSP - Is this child on an Individualized Family Service Plan (IFSP)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CPS - Is this child's family actively involved in and/or receiving support from Tribal or State systems including Child Protective Services (CPS), Family Assessment Response (FAR), Indian Child Welfare (ICW), comparable tribal services, or law enforcement/court system regarding child abuse, neglect, or sexual assault?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foster Care - Is this child in official foster care? This means there is a caregiver authorization from a state or tribe that says this is a foster care placement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kinship - Is this child in kinship care with a relative or suitable other, with or without a grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adopted after foster/kinship care - Was this child adopted after foster care, kinship care, or after living in an orphanage in another country (This does not include other adoptions)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SNAP - Is this child from a family that is eligible for the US Department of Agriculture Supplemental Nutrition Assistance Program, or SNAP, called Basic Food in WA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Housing *(select one)*

- Rent or own an adequate residence
- Doubled-up in a cooperative living arrangement with relatives or friends.
- Doubled-up with another family due to loss of housing, economic hardship, or a similar reason
- In an emergency or transitional shelter
- Sleeping in a hotel, motel, car, park, campsite, or similar location
- Moving from place to place (couch surfing)
- Inadequate housing such as no water, heat or electricity; excessive mold; or no cooking facilities

Language This child speaks *(select only one)*

- Only English
- Mostly English, and some of another home language
- Some English, but mostly another home language
- English and another language at age level (bilingual)
- Only a home language other than English

Child's first language:

Child's second language:

Is this child Hispanic/Latino? Yes No

- | | | |
|--|---|--|
| <input type="checkbox"/> Argentinian | <input type="checkbox"/> Guatemalan | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> Bolivian | <input type="checkbox"/> Honduran | <input type="checkbox"/> Salvadoran |
| <input type="checkbox"/> Chilean | <input type="checkbox"/> Mexican or Mexican-American
(Chicano) | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Colombian | <input type="checkbox"/> Nicaraguan | <input type="checkbox"/> Uruguayan |
| <input type="checkbox"/> Costa Rican | <input type="checkbox"/> Panamanian | <input type="checkbox"/> Venezuelan |
| <input type="checkbox"/> Cuban | <input type="checkbox"/> Peruvian | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Dominican | | <input type="checkbox"/> Other <i>Hispanic or Latino</i> |
| <input type="checkbox"/> Ecuatorian (Ecuadorian) | | |
-

What race(s) do you consider this child? *(Check all that apply)*

- | | | |
|---|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Chehalis | <input type="checkbox"/> Fijian |
| <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Chinook | <input type="checkbox"/> Guamanian |
| <input type="checkbox"/> Aleut (Unangan) | <input type="checkbox"/> Colville | <input type="checkbox"/> Kosraean |
| <input type="checkbox"/> Alutiiq | <input type="checkbox"/> Cowlitz | <input type="checkbox"/> Mariana Islander |
| <input type="checkbox"/> Athabaskan | <input type="checkbox"/> Duwamish | <input type="checkbox"/> Marshall Islander |
| <input type="checkbox"/> Eskimo (Inupiaq or Yupik) | <input type="checkbox"/> Hoh | <input type="checkbox"/> Melanesian |
| <input type="checkbox"/> Eyak | <input type="checkbox"/> Jamestown | <input type="checkbox"/> Micronesian |
| <input type="checkbox"/> Haida | <input type="checkbox"/> Kalispel | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Tlingit | <input type="checkbox"/> Kikiallus | <input type="checkbox"/> Palauan |
| <input type="checkbox"/> Tsimshian | <input type="checkbox"/> Lower Elwha | <input type="checkbox"/> Papua New Guinean |
| <input type="checkbox"/> Other Alaska Native | <input type="checkbox"/> Lummi | <input type="checkbox"/> Ponapean (Pohnpeian) |
| | <input type="checkbox"/> Makah | <input type="checkbox"/> Samoan |
| | <input type="checkbox"/> Muckleshoot | <input type="checkbox"/> Solomon Islander |
| | <input type="checkbox"/> Nisqually | <input type="checkbox"/> Tahitian |
| | <input type="checkbox"/> Nooksack | <input type="checkbox"/> Tarawa Islander |
| | <input type="checkbox"/> Port Gamble Klallam | <input type="checkbox"/> Tokelauan |
| | <input type="checkbox"/> Puyallup | <input type="checkbox"/> Tongan |
| | <input type="checkbox"/> Quileute | <input type="checkbox"/> Trukese (Chuukese) |
| | <input type="checkbox"/> Quinault | <input type="checkbox"/> Vanuatuan/New Hebrides |
| | <input type="checkbox"/> Samish | <input type="checkbox"/> Yapese |
| | <input type="checkbox"/> Sauk-Suiattle | <input type="checkbox"/> Other Pacific Islander |
| | <input type="checkbox"/> Shoalwater | |
| | <input type="checkbox"/> Skokomish | |
| | <input type="checkbox"/> Snohomish | |
| | <input type="checkbox"/> Snoqualmie | |
| | <input type="checkbox"/> Snoqualmoo | |
| | <input type="checkbox"/> Spokane | <input type="checkbox"/> Decline to report child's ethnicity |
| | <input type="checkbox"/> Squaxin Island | <input type="checkbox"/> Decline to report child's race |
| | <input type="checkbox"/> Steilacoom | |
| | <input type="checkbox"/> Stillaguamish | |
| | <input type="checkbox"/> Suquamish | |
| | <input type="checkbox"/> Swinomish | |
| | <input type="checkbox"/> Tulalip | |
| | <input type="checkbox"/> Upper Skagit | |
| | <input type="checkbox"/> Yakama | |
| | <input type="checkbox"/> Other American Indian | |
-

Section 2: Household Members

Please list everyone living in the household who may be counted in family size.

For families temporarily living with relatives or others, do not list the hosts.

For families with two households when there is joint custody with no primary parent and no child support:

- Enter the household members for both households in the graph below.
- Mark members of the second household.
- Then, answer the questions about financial support and relationships.

❖ **Staff will use this information to calculate family size to determine State Median Income (SMI).**

First Name	Last Name	Birthdate	Relationship to Early ECEAP Child	Does the Early ECEAP child's parent or guardian financially support this person? * <i>See note below for people age 19 or older.</i>	Is this person related to the Early ECEAP child's parent/guardian by blood, marriage, or adoption?
Early ECEAP Child:			Early ECEAP Child	Yes	Yes
Parent/Guardian:				Yes	Yes
Parent/Guardian:				Yes	Yes

*Answer No for a person age 19 or older who has earned or unearned income that covers more than half of their expenses. Answer Yes if the Early ECEAP child's parents pay more than half of their expenses.

For staff use only:

Family size for SMI chart

For children in foster care, kinship, or adopted after foster/kinship care or living in an orphanage in another country, count family size as 1. For all others, count people with Yes for both questions above.

Section 3: Family Contact Information

Household 1:	Relationship to Child:			
Parent/Guardian Birth Date:	Do you need an interpreter to communicate with English speakers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language(s) do you speak?			
Physical Address	Apt Number	City	State	Zip
Mailing Address	Apt Number	City	State	Zip
Email	Phone	Alternate Phone		
Contact 2:	Relationship to Child:			
Parent/Guardian Birth Date:				
Contact 3:	Relationship to Child:			
Parent/Guardian Birth Date:				
Contact 4:	Relationship to Child:			
Parent/Guardian Birth Date:				

Section 4: Child lives with

One parent/guardian (Name): _____ **Skip to section_5**

Two parents/guardians in same household (Names): _____

Two parents/guardians in two households

If this is checked, answer these questions to determine which parents' income is counted for Early ECEAP eligibility.

Does one household have primary legal custody? Yes No

If **yes**, which parent has primary custody? _____

Spouse of this parent, if any _____ **Skip to section 5**

If **no**, Early ECEAP will count the income from the legal parent/guardian for each household. Do not include their spouses. Enter the legal parents' names here:

Household 1:	Household 2:			
Household 2:	Relationship to Child:			
Parent's Birth Date:	Do you need an interpreter to communicate with English speakers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language(s) do you speak?			
Physical Address	Apt Number	City	State	Zip
Mailing Address	Apt Number	City	State	Zip
Email	Phone	Alternate Phone		

Section 5: Parent Employment, Training, and Other Activities

Answer the following questions for each parent/guardian listed in question #3.

Do not count the same hours in more than one category. For example:

- Do not count the same hours of the week in both employment and WorkFirst.
- Do not count the same CPS child care hours separately for two parents

	Parent/Guardian #1 Name:	Parent/Guardian #2 Name:
Employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, average paid hours per week		
b. If yes, enter employer name (don't enter unknown or N/A)		
c. If yes, enter employer phone number or email		
In school or job training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, class hours per week		
b. If yes, study hours per week (maximum 10)		
c. If yes, enter name of school or training organization.		
d. If yes, enter goal or major.		
Travel between child care and work/school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, hours per week (maximum 10)		
CPS/FAR/ICW child care hours not counted above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Additional hours per week of child care approved by CPS		
Approved WorkFirst hours not counted above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, name of activity.		
b. If yes, total hours per week		
Disabled parent unable to work and unable to care for the child while the other parent works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If either parent has more than 55 hours total per week, explain:		

Section 6: How did you find out about Early ECEAP

DCYF website Community event Flyer Early ECEAP employee Word of mouth
 Caseworker Media Community agency - Name of agency: _____
 Other

Section 7: Household Situation

- Does your household receive subsidized housing, such as a housing voucher or cash assistance for housing?
 Yes No
- Does your household currently receive a Working Connections child care subsidy for this child?
 Yes No

Section 8: Income Received by Child's Parent(s) or Guardian(s)

For children in foster care, kinship care, or adopted after foster or kinship care, fill in this box and *skip to Section 9*

- Monthly grant or payment for foster care, kinship care, or adoption support \$ _____
- Number of children covered by this grant or payment _____
- Case number or Client ID number, if any: _____
- Payment source (check): DSHS SSI Tribe Other _____

Did you receive income during the last calendar year or during the previous 12 months? Yes No

If no, provide the reason there is no income and explain how basic needs are met:

Enter all family income for one year in the chart below.

Select either: Previous calendar year Previous 12 months

Person(s) with Income	Type	Weekly Amount	# of Weeks Received	Monthly Amount	# of Months Received	Annual Amount
	W-2					\$
	W-2					\$
	Tax return (1040) or IRS transcript					\$
	Tax return (1040) or IRS transcript					\$
	Pay stubs for 12 months					\$
	Pay stubs for 12 months					\$
	Child Support received, if required by a child support order			\$		\$
	Disability income, including SSI			\$		\$
	Military Leave & Earnings Statement (LES). Count all pay and allowances except BAH, BAS, FSH, and HFP/IDP.			\$		\$
	Self-employment net income					\$
	Social Security or other retirement benefits			\$		\$
	State or Tribal TANF Grants			\$		\$
	Unemployment	\$				\$
	Workers Compensation (L&I)	\$				\$
	Tribal income (taxable)					\$
	Emergency Assistance Cash Payments			\$		\$
	Insurance Payments that are regular (not 1 time)			\$		\$
	Retirement or pension plans					
	Training Stipend					
	Scholarship, Grants, or Fellowships for living expenses					
Subtract	Child support paid to another household, if required by a legally-binding child support order			\$		\$

Do you still receive the income above? Yes No **If yes, skip to section 9.**

If no, and your circumstances have recently changed, please explain:

- Loss of wage earner Divorce or separation Unplanned job loss Reduced work hours
 Health/Injury Loss of benefits Similar unexpected circumstance (explain)
 Jobloss/lack of access or ability to afford childcare for newborn

What is your monthly income? \$ _____ For which month?

Section 9: Previous Enrollment

This child was previously enrolled in:

- Early Head Start at your agency ESIT – Early Support or Infants
Name of ESIT Provider: _____
 Early Head Start with a different agency Part C IDEA Early Intervention program in another
state Name of state and provider: _____
 Migrant/Seasonal Head Start anywhere in WA ECLIPSE - Early Childhood Intervention and
Prevention Services
 Early Head Start
Name of EHS Grantee: _____
 Any birth to three home visiting program and toddler ECLIPSE - Early Childhood Intervention and
Prevention Services
 Early ECEAP
Name of Early ECEAP contractor: _____

Section 10: IFSP or Suspected Delay

- This child has an Individualized Family Service Plan (IFSP)
 This child was determined eligible for special education services through evaluation by a school district or tribal school, but is waiting for IFSP to be issued, or parent/guardian declined services.
 This child has a diagnosed developmental delay or disability with no IFSP.

This child completed a developmental screening that recommended referral for further evaluation

This child has a suspected developmental delay or disability.

(No IFSP, diagnosis, or screening, or completed developmental screening with result, "rescreen needed".) Please Describe :

❖ If this child has an IFSP check all categories of the IFSP. If not, skip to Section 11.

- | | | |
|--|---|--|
| <input type="checkbox"/> Cognitive | <input type="checkbox"/> Expressive Communication | <input type="checkbox"/> Informed Clinical Opinion |
| <input type="checkbox"/> Physical: Fine Motor | <input type="checkbox"/> Receptive Communication | <input type="checkbox"/> (check if this is the only method used for determining eligibility) |
| <input type="checkbox"/> Physical: Gross Motor | <input type="checkbox"/> Orthopedic impairment | <input type="checkbox"/> A diagnosed condition |
| <input type="checkbox"/> Adaptive | <input type="checkbox"/> Other health impairment | |
| <input type="checkbox"/> Social or Emotional | | |

IFSP Start Date _____

IFSP End Date _____

What early intervention service agency

issued the child's IFSP? _____

This child will receive IFSP services:

- Within the Early ECEAP classroom only

Section 11:

Has this child been expelled from any early learning program or child care due to behavior? Yes No

Early ECEAP serves children with behavior issues. **Checking yes will not exclude your child.**

Section 12: Additional Questions				
<i>We use this information to choose the children who most need Early ECEAP. All responses will be kept confidential.</i>				
Does this child have a household family member who has a chronic physical or mental health condition that: <i>(if yes select one)</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Severely impacts their ability to engage in work, school, or family life?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Moderately impacts their ability to engage in work, school, or family life?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this child have a parent who was under age 21 when this child was born?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this child have a parent who: <i>(if yes select one)</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• is a migrant or seasonal agricultural worker? <i>(51% or more of family income from agricultural work)</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
• Moves with child to engage in traditional cultural practices or employment <i>(seasonal or temporary in agricultural or fishing work)?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this child have a parent currently on active duty in the U.S. Military?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this child have a parent currently a member of a National Guard unit or a Military Reserve unit?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this child have a military parent deployed currently, or within the past 12 months, or for a total of 19 or more months within the child's lifetime?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does this child have a family who attended an Indian boarding school?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child experienced a parent who is incarcerated in jail, prison or a detention center?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child experienced the loss of a parent or primary caregiver, such as by death, abandonment, or deportation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child experienced the divorce or separation of their parents?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child experienced homelessness within the last 12 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child lived in a household with domestic violence, including in-utero?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child lived in a household with substance abuse, including in-utero?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this family previously received support or been involved in tribal or state systems including CPS/FAR/ICW services, or comparable tribal service, or been involved with law enforcement/court system regarding child abuse, neglect, or sexual assault?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this child been reunited with parents after foster or kinship care in the past 12 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Early ECEAP received a professional referral for this family.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, which agency made the referral?				

Section 13: Parent Education Level – Check all that apply		
Highest level of education	Parent/Guardian 1 Name _____	Parent/Guardian 2 Name _____
6 th grade or less	<input type="checkbox"/>	<input type="checkbox"/>
7 th to 12 th grade, no diploma or GED	<input type="checkbox"/>	<input type="checkbox"/>
High school diploma or GED	<input type="checkbox"/>	<input type="checkbox"/>
Some college	<input type="checkbox"/>	<input type="checkbox"/>
Professional certificate (includes vocational schools)	<input type="checkbox"/>	<input type="checkbox"/>

Associates degree	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>
Master's degree or doctorate	<input type="checkbox"/>	<input type="checkbox"/>

Section 14: Health Information - Please attach a copy of the child's immunization record

Does this child have a chronic physical or mental health condition that:

- Severely impacts child development or attendance? Yes No Unknown
- Moderately impacts child development or attendance? Yes No Unknown

❖ If yes, please describe:

Was this child born preterm (less than 37 weeks), or weigh less than 5.5 pounds at birth? Yes No Unknown

Does this child have medical insurance or coverage? Yes No Unknown

Washington Apple Health for Kids/ Provider One Services Card
 Military Coverage Private Medical Insurance Tribal Coverage

Does this child have a regular doctor or medical clinic? Yes No Unknown

- Name of clinic or provider: _____ Phone: _____
- Name of medical professional: _____

Did this child have a well-child exam within the last 12 months? Yes No Unknown

❖ Date of last well-child exam before applying for Early ECEAP: Date Unknown

Does this child have dental insurance or coverage? Yes No Unknown

Washington Apple Health for Kids/ Provider One Services Card
 Military Coverage Private Dental Insurance Tribal Coverage
 ABCD (not available in all counties)

Does this child have a regular doctor or dental clinic? Yes No Unknown

- Name of clinic or provider: _____ Phone: _____
- Name of dental professional: _____

Did this child have a dental screening within the last 6 months? Yes No Unknown

❖ Date of last dental screening before applying for Early ECEAP: _____ Date Unknown

Signature of Parent/Guardian

I promise that the information on this form is true and correct. I have authority to enroll this child, and have reported all my income and family size, as required by Early ECEAP. If I knowingly provide false information, I understand my family may be unable to continue ECEAP services. Additionally, I may have to repay the amount spent on my child's ECEAP.

I understand that information from this application is entered in the Early Learning Management System (ELMS) operated by the Department of Children, Youth, and Families (DCYF). DCYF is committed to protecting confidential and personal information that could identify a child or family. No information related to immigration status is entered into ELMS or shared with state or federal agencies. Information in ELMS may be used for:

- Research studies to determine if participating in Early ECEAP helps children later in life.
- To prove Washington State spends some of their own dollars on programs for families, which is required to receive Temporary Assistance for Needy Families dollars from the federal government.

Print Name _____
 Signature _____ Date _____

Print Name _____
 Signature _____ Date _____

Signature of Early ECEAP Staff Member who verified eligibility

I certify that, to the best of my knowledge, the information on this form is true and correct. I viewed and verified documentation establishing this child's eligibility for Early ECEAP. I understand that Early ECEAP Performance Standards require that I notify the Department of Children, Youth, and Families if I suspect any fraudulent use of Early ECEAP funds including, but not limited to, an employee intentionally entering deceptive or false information into ELMS regarding:

- Child eligibility criteria.
- Children's actual start dates and last days in class.
- Class start or end dates.
- Services that were not actually provided.
- A family providing false information in order to enroll in Early ECEAP.

Print Name _____
 Title _____
 Signature _____ Date _____

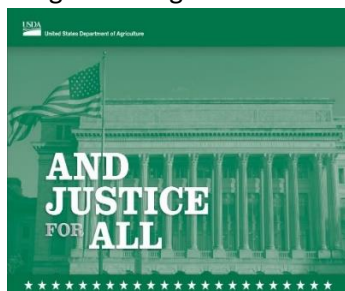


USDA Nondiscrimination Statement:

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:**

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.