

# 2023 **Annual Report**

United Community Action Network





## Board of Directors July 1, 2022 - June 30, 2023

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Appointed/Elected Official - Douglas County

#### TOM KRESS, VICE CHAIR

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Low-Income Representative - Douglas County

#### **PATRICIA ATTAWAY**

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#### TERAH WHEELER-HENRICH

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#### JENNIFER GUSTAFSON

Community Representative - Josephine County

#### MIKE DURBIN, TREASURER

Community Representative - Douglas County

## Caring for our Communities: A Message from our CEO

At UCAN, our mission continues to center around one key focus: Caring for Our Communities. The individuals we serve often need more than just a helping hand; they need a compassionate listener, a source of encouragement, and a partner to walk with them through their challenges. Among those we serve through our many programs are veterans, children in Head Start and WIC, single parents, seniors, people with disabilities, the homeless, and the hungry. These populations are often marginalized, but through the dedicated work of our staff, volunteers, Board of Directors, donors, and funders, we are making a real difference. We are showing that we care.

UCAN programs reach communities across Douglas, Josephine, Klamath, Lake, and Coos Counties. In these areas, we rely on partnerships with organizations that share our mission, which allows us to amplify our impact and extend our resources. Partners like The Ford Family Foundation, Umpqua Health, and AllCare Health help us reach people we might not otherwise be able to serve.

This annual report highlights many of our programs and the number of clients served. However, it can't capture the countless hours of care and effort that go into serving each individual. I am both grateful and proud of all that has been accomplished this past year. For 55 years, UCAN has been a reliable presence in our communities. With continued community support, we will continue to lead in caring for our most vulnerable populations, while providing opportunities for those striving to overcome poverty and build a better future.











### **Core Values**

At UCAN, we are guided by core values that shape our work and commitment in caring for our communities. We believe in treating all individuals with **Respect**, **Dignity**, **Compassion**, **and Equity**, ensuring that everyone we serve has the opportunity to thrive. We hold ourselves to the highest standards of **Accountability**, taking responsibility for our actions and striving to always do what's right. Our focus is on **Making a Positive Difference** in the lives of others, delivering services with **Quality and Excellence**. We know that achieving lasting impact requires **Partnering** with others, working together to create meaningful change. With **Courage**, we face challenges head-on, standing up for those in need. Throughout everything we do, we uphold **Honesty and Integrity**, fostering trust and transparency in all our relationships.

## **Mission** (

Creating solutions to poverty and improving lives in our community.

### Vision

Our vision is that every resident we serve has the resources and opportunities needed to reach their full social, civic, and economic potential, to be secure in their own lives and to be vital participants in their communities.

## **Equity**

People of color, as well as historically stigmatized groups, face disparities in health, education, and economic outcomes. Because of this, we have a special obligation to promote equity based on race, ethnicity, place of birth, religion, gender, age, ability, sexual orientation, economic status, and immigrant status. As an inclusive and culturally responsive Agency, our leadership, staff, volunteers, friends, and stakeholders together will:

- o Celebrate diversity as an asset
- Reflect our community's diversity
- Foster full participation by diverse individuals in our decisions
- Commit to promoting cultural responsiveness individually, within our organizations and within the broader community













## How We Improve Health (

At UCAN, we understand that health is shaped by more than just access to medical care. The U.S. Office of Disease Prevention and Health Promotion identifies key factors that profoundly influence health outcomes, such as economic stability, education access, healthcare availability, safe environments, and community support. Each day, our programs address these areas to create lasting, positive change for individuals and families.

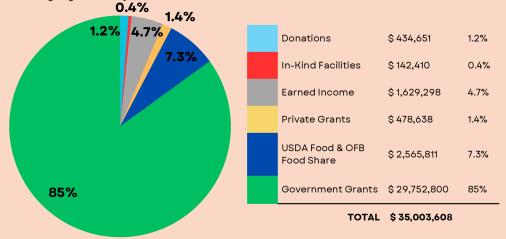
Our work in economic stability, through programs like WIC, Feeding Umpqua, Utility Assistance, and Tax-Aide, helps families meet their basic needs, improving nutrition and financial security. Through Head Start, we prepare children for success in school, setting them on a strong path for the future. Programs like Healthy Families strengthen relationships within households, while AmeriCorps fosters community engagement and volunteerism.

To improve healthcare access, our Nurse Home Visiting program ensures children receive the care they need, while Medicare Support and Payee Services help seniors and vulnerable individuals manage healthcare expenses. Our Housing and Homeless Services provide safe housing options, and our Weatherization efforts make homes safer and more energy-efficient.

Our dedicated staff and their teams work every day to address the root causes of health disparities and build healthier, more resilient communities. With your support, we are making a lasting impact for the families we serve.

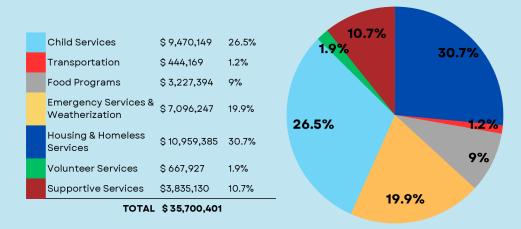
## **Our Funding**

UCAN leverages a variety of funding sources to deliver programs and services for residents with low incomes throughout Douglas and Josephine counties. Our FY23 budget was approximately \$35 million. Revenues for that year were especially high, as we received significant extra funds to address the pandemic emergency. We've seen a decrease in government funds more recently, so donors, local businesses and foundations are more important than ever in providing flexible resources we need to meet ongoing community needs.



## Our Spending (

While many of UCAN's programs target low income individuals, we also serve others living above the poverty level but struggling to make ends meet. UCAN has a staff of around 240, a cohort of AmeriCorps members, and many volunteers working to meet local needs. Almost 1/3 of our revenues in FY23 went to addressing the housing issues of local residents. Our next largest percentage of expenditures were spent to support families with young children. We have also seen an increase of \$839,182 in our expenses tied to our emergency food programs since last year's report, as households struggle to pay higher food prices.



UNITED COMMUNITY ACTION NETWORK STATEMENTS OF FINANCIAL POSITION JUNE 30, 2023 AND 2022

	Without Donor	With Donor		ASSETS			
DEVENIES AND SUBBODI	Restrictions	Restrictions	Total	Section of the sectio	2023	2022	2
Government agencies		\$ 29,752,800	\$ 29,752,800	Cultern assets.	322 002		244 042
Contributions		434,651	434,651	Restricted rach - capital projects		•	227 890
Private agencies	•	478,638	478,638	Contracts/propts received	A 072 128		2 047 150
USDA food		500,113	500,113	Description of the sector	27 422		104 600
In-kind services and facilities use		142,410	142,410	Frequence Appeliates and Other dassets	201,132		34,000
Other donated food commodities		2,025,297	2,025,297	Indition	76,102		200,44
Program earned revenues	1,540,108		1,540,108	Total current assets	5 036 269		5 026 408
Commodities and food sales	40,401		40,401	Iodi cuigili doodo	2,000,0	ļ	20,400
Miscellaneous	89,190	•	89,190	Non-current assets:			
The state of the s	* 000 000	44 444 000	25 000 000	Property and equipment, net	16.943.684		17,513,693
lotal revenue and support	1,669,699	55,555,555	35,003,606	Right of use asset - operating leases	1.403.584		'
Net assets released from restriction:				Beneficial interest in assets held by			
Satisfaction of program purpose restrictions	32,772,944	(32,772,944)		the Oregon Community Foundation	17,655		16,682
Total release from restriction	32,772,944	(32,772,944)		Total other assets	18 364 973		17 530 375
4	04.0 04.0	300 003	25 000 500				25,55
100	C#0,244,950	000,000	200,000,00	TOTAL ASSETS	\$ 22,404,102		22 666 782
EXPENSES				CIAL ASSETS		Ņ	20,100
Program services:				LIABILITIES AND NET ASSETS			
Child services	9,470,149	•	9,470,149	CIABILITIES AND NET ASSETS			
Transportation	444,169		444,169				
Food programs	3,227,394		3,227,394	Current liabilities:		,	
Energy services	5,692,929		5,692,929	Accounts payable	\$ 996,352	n	631,945
Weatherization	1,403,318	•	1,403,318	Accrued payroll and payroll taxes	1,017,093	_	1,092,976
Housing and stabilization services	9,949,934		9,949,934	Accrued employee paid time off	287,743		277,761
Property management	1,009,451		1,009,451	Deferred revenues	321,718	m	356,865
Volunteer services	667,927		667,927	Refundable deposits	39,185		42,354
Total program expenses	31,865,271		31,865,271	Accrued interest payable	6,667	25	6,938
				Current portion of long-term notes payable	99,215		98,978
Supporting services:				Current portion of operating lease liabilities	404,707	20	
Management and general	3,835,130		3,835,130				
Total supporting services	3,835,130		3,835,130	Total current liabilities	3,172,680		2,507,817
Total expenses	35,700,401		35,700,401	Long-term liabilities;			
				Notes payable, net of current portion	3,800,627		3,968,553
Operating income (loss)	(1,257,758)	560,965	(696,793)	Operating lease liabilities, net of current portion	988,974	74	1
Nonoperating income (loss)				Total long-term liabilities	4,789,601		3,968,553
Gain on sale of property and equipment	\$4,318	•	\$4,318	TOTAL LIABILITIES	7 062 284		6 476 370
Change in Value of assets held by the Oregon Community Foundation	•	973	973	O'AL LIABILITES	1,302,20	ļ	0/6,0/
				Net assets:			
Total nonoperating income (loss)	54,318	973	55,291	Without donor restrictions	13,305,863	-	14,509,303
CHANGE IN NET ASSETS	(1,203,440)	561,938	(641,502)	With donor restrictions	2,133,048		011,176,1
NET ASSETS AT BEGINNING OF YEAR	14,509,303	1,571,110	16,080,413	TOTAL NET ASSETS	15,438,911		16,080,413
MET ACCUTE AT DID OF UCAD		0 7 400 040		TOTAL LIABILITIES AND NET ASSETS	¢ 22.404.402	v	22 666 792
NET ASSETS AT END OF TEAK	\$ 13,305,663	\$ 2,133,048	5 15,438,911	IOIAL LIABILITES AND NET ASSETS	0 (2)401,10	۰	20,100

## **Programs & Services**

#### **HEAD START/EARLY HEAD START**

offers comprehensive child development and family services to pregnant women, infants, and toddlers, promoting their physical, social, and emotional development.



#### **PRESCHOOL PROMISE**

offers early childhood education and family engagement



#### **HEALTHY FAMILIES**

provides free, voluntary home visits that offer parents of newborns education, resources, and guidance on child development, with services available for up to three years.



#### **HEALTHY START**

supports families with young children who are facing high levels of stress.



#### **NURSE HOME VISITING**

helps families, especially those with children facing developmental or health concerns, ensuring their health and other needs are met.



#### WIC

serves pregnant and postpartum women, infants, and children up to age 5, offering nutritious foods, pregnancy and breastfeeding support, nutrition-focused counseling, free health screenings, and connections to community resources.



#### FOOD BANK (FEEDING UMPOUA)

collects and distributes emergency food throughout our county to local pantries, meal sites, a mobile food pantry for remote areas.



#### **UTILITY ASSISTANCE**

helps qualified households keep their lights, heat, and other utilities on by paying a portion of their energy costs.



#### WEATHERIZATION

provides construction services to add insulation and repair heating systems for income-qualified clients.



#### **AMERICORPS**

partners with schools, government agencies, nonprofits, and faithbased organizations across Douglas, Josephine, Coos, Curry, and Jackson counties to provide community service opportunities and address local needs.





#### **EVICTION PREVENTION**

provides support and resources to individuals and families at risk of losing their housing, helping them maintain stable living situations.



#### STREET OUTREACH

connects with individuals experiencing homelessness, offering immediate assistance, resources, and referrals to help them access shelter, services, and long-term housing solutions.



#### RAPID REHOUSING

quickly connects homeless individuals and families to permanent housing with temporary financial help and support services.



#### SHELTER SERVICES

provide safe, temporary housing and support for individuals and families experiencing homelessness



#### AFFORDABLE HOUSING

offers low-cost, stable rental options for individuals and families with limited incomes.



#### **VETERAN SERVICES**

Supports unhoused and unstably housed Veterans with case management and financial assistance to secure and maintain housing.



#### REPRESENTATIVE PAYEE

manages an individual's finances to ensure basic needs are met, bills are paid on time, and protection against financial abuse, designed for those unable to manage their finance



#### NON-EMERGENCY MEDICAID TRANSPORTATION

offers transportation to medical appointments for individuals without reliable access.



#### **SHIBA**

provides free education and support for those seeking information about enrolling in Medicare.



#### TAX ASSISTANCE

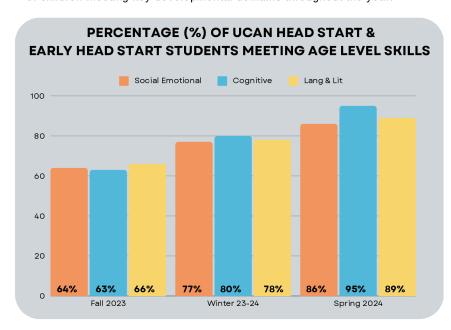
provides free help completing and filing personal tax forms.

### Early Learning Head Start, Early Head Start, & Preschool Promise

In the 2023-24 school year, UCAN's Head Start, Early Head Start, and Preschool Promise programs utilized the Creative Curriculum and Desired Results Developmental Profile (DRDP) assessment systems to prepare students for kindergarten and track their readiness. We partnered with parents to set individualized goals based on each child's developmental stage. Our School Readiness Team met quarterly with school district representatives to ensure our program aligned with district expectations and supported smooth transitions for children and families entering the K-12 system.

Kindergarten transitions were conducted as Head Start and Preschool Promise children visited their future schools in small groups. Families collaborated with teachers to complete transition forms, including assessment progress and attendance reports, which were shared with elementary schools. Teachers from Head Start, Preschool Promise, and kindergarten in three school districts met for supportive discussions. Families were encouraged to attend Kindergarten Round Up and registration activities, with Family Service Educators assisting in securing required registration documents.

Children transitioning from Early Head Start to Head Start visited their new classrooms and teachers, while families met with staff to ensure a smooth transition. The accompanying chart shows the outcomes for children in the program during the 2023-24 school year, reflecting increased percentages of children meeting key developmental domains throughout the year.



### Early Learning Summary of 2024 Head Start Needs Assessment

Our 2024 Head Start Needs Assessment highlights critical community data related to the well-being of children and families in Douglas County. UCAN uses this data to inform our program planning for Head Start, Early Head Start, and Preschool Promise:

- Poverty: While overall child poverty in Douglas County decreased slightly, poverty among children newborn to age four increased. This highlights growing economic challenges for the youngest children, emphasizing the need for targeted family support.
- Food Insecurity: Child food insecurity rose from 16.8% in 2021 to 23.3% in 2022, with 5,000 children now affected. This sharp increase poses significant risks for children's health, development, and education, far exceeding state and national averages.
- Child Welfare: Douglas County continues to have one of Oregon's highest rates of child abuse and neglect. While the foster care rate dropped slightly, it remains nearly double the state average, with children staying in care longer, averaging 22.4 months.
- Childcare: Douglas County remains a severe childcare desert, with fewer than 1 in 10 children under age 2 and only 26% of children ages 3-4 having access to regulated care. Preschool enrollment also dropped by 7.68%, limiting early education options, especially in rural areas.
- Homelessness: The 2023 Point-In-Time count recorded eight homeless children under age five, likely underreporting the issue from 110 in 2022 and 58 in 2021. McKinney-Vento estimates suggest around 210 children under five are homeless, highlighting a growing concern in the county.
- Health & Wellbeing: Uninsured children decreased by 90 to 687, and the
  county added 12 medical, 6 dental, and 61 mental health providers.
  However, access to dental and mental health care remains limited,
  especially for young children.

UCAN's Douglas County Head Start/Early Head Start program serves children and families across the county, excluding Reedsport. In 2023-24, 341 children were enrolled in Head Start through 17 center-based classes, with 306 available slots. Early Head Start had 80 slots, split evenly between center-based and home-based options, serving 126 children. The program's student population is more diverse than the county's general population, with 17% of children identifying as Hispanic/Latino, compared to 6.3% countywide. Next year, the program will lose 41 Head Start slots, further limiting access to childcare in already underserved areas, particularly South Douglas County. This reduction will affect areas where children most need Head Start services to succeed in school, especially as these areas already face childcare shortages and underperforming schools. UCAN hopes to expand slots in the following year to address these needs.

## Early Learning Statement of Revenue & Expenditures

#### **United Community Action Network**

Statement of Revenues and Expenditures - Annual Report - Head Start From 7/1/2023 Through 6/30/2024 (In Whole Numbers)

	YTD Actual	Budget
REVENUES & SUPPORT		
Public Support	12,704	0
Grants - Government	8,707,830	7,906,816
Grants - Private Foundations	4,500	0
Total REVENUES & SUPPORT	8,725,034	7,906,816
EXPENDITURES		
Personnel Expenses	7,006,316	6,434,424
Professional Services	114,252	57,990
Training, Travel & Auto Expenses	193,289	190,208
Occupancy Expenses	229,125	272,559
Insurance	83,151	73,464
Depreciation & Amortization	167,035	155,709
Program & Operating Supplies	353,417	513,377
Equipment	126,355	92,597
Repairs & Maintenance	144,365	105,707
Food Purchases	311,404	10,129
Miscellaneous Expenses	0	308
Total EXPENDITURES	8,728,708	7,906,473
CHANGE NET ASSETS	(3,674)	343
BEGINNING NET ASSETS		
	15,395	0
Total BEGINNING NET ASSETS	15,395	0
ENDING NET ASSETS	11,721	343



Housing & Homeless
Services staff and volunteers
assist with guest check-in at
UCAN's Warming Center,
hosted at St. Joseph's
Catholic Church Gymnasium

WIC celebrates one of our program participants, a winner of this year's World Breastfeeding Week gift basket!



#### ARING FOR OUR COMMUNITI



Our team preparing to share programs, services and referrals via outreach at a local community event.

## Food on the Table

#### The impact of Feeding Umpqua

UCAN's Food Bank program, Feeding Umpqua, collects, stores, and distributes emergency food for a network of local member agencies serving low-income residents in 38 locations throughout Douglas County. In the 2023, we distributed 1,803,373 pounds of food to our local network.

UCAN's network of 15 food pantries provided 56,503 emergency food boxes, and our network's 5 community kitchens and shelters served 75,746 meals. Feeding Umpqua also directly distributed 167,167 pounds of food to 1,638 residents in 6 remote communities: Camas Valley, Days Creek, Diamond Lake, Elkton, and two migrant farm worker locations.

Feeding Umpqua's work is more than just numbers—it's about delivering hope to our neighbors facing the daily challenge of hunger. Through community support and continued dedication, we strive to ensure that no family in our region goes without food.







## Supporting Young Families:

Healthy Families in 2023

In 2023, UCAN's Healthy Families program provided essential home visitation services to support families across Douglas, Klamath, and Lake Counties. In total, 2,040 home visits were conducted, supporting 131 focus children. The data for each county is as follows:



- Douglas County: 810 home visits, supporting 60 focus children.
- Klamath County: 988 home visits, supporting 57 focus children.
- Lake County: 242 home visits, supporting 14 focus children.

These services strengthen families by offering support, education, and resources to ensure children have a healthy start in life across all three counties

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## AmeriCorps Seniors

Volunteers Assist with Taxes and Medicare

44 dedicated volunteers assisted 1,844 seniors, generating over \$1,800 in federal tax returns for those clients. The RSVP SHIBA program also engaged 3 volunteers who assisted 133 senior clients in navigating their Medicare benefits.

## Energy Services Helping Households Stay Warm and Energy-Efficient

In 2023, UCAN supported 4,108 individuals with their utility bills, of which 2,196 individuals were at risk of utility disconnection. In addition, 42 individuals benefited from home repairs and measures aimed at improving winter warmth. 543 households received efficiency kits and energy education, helping them to lower their energy bills even further.

## Housing Stabilization Keeping our community housed

n 2023, UCAN's Housing Stabilization Department supported families and individuals across Douglas & Josephine Counties:

- Rental Assistance: 148 families (593 individuals) received help with rent.
- Deposit Assistance: 548 families (2,103 individuals) secured housing with deposit support.
- Utility Assistance: 139 utility bills were paid to maintain essential
- Homeless Services: 305 individuals received survival gear.
- Case Management: 338 individuals received ongoing support.
- Emergency Food Assistance: 185 individuals received food support.
- Shelter Placement: 582 individuals were placed in shelters, hotels, motels, or warming centers.

### Affordable Housing A Path to Stability

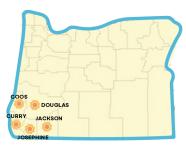
UCAN owns and manages affordable housing across Douglas County, giving low-income families a safe and stable place to call home. In 2023, UCAN housed a total of 89 individuals/families in permanent supportive and transitional housing.

## AmeriCorps

Getting Things Done in SW Oregon Since 2009







Serving Southern Oregon since 2009, UCAN's AmeriCorps program places national service volunteers to help meet the critical needs of our communities. Prospective partners can receive individualized support from our staff in developing AmeriCorps projects, as well as technical assistance with our application process. If your project is selected, UCAN helps recruit, hire, train, and supervise AmeirCorps members to serve in full-time or part-time placements at other non-profits, schools, and government agencies across the 5 counties in SW Oregon.

Our Impact

3,910 YOUTH connected with EDUCATION programs.
 3,168 ADULTS supported by programs such as JOB SKILLS training, NURTITION & HEALTH activities, and HOUSING SERVICES.
 761 COMMUNITY VOLUNTEERS engaged in 7489.5 service hours.
 9,720 Lives in Impacted by UCAN AmeriCorps Members

## Make a Difference Day

UCAN's AmeriCorps program participated in the 2nd annual Make a Difference Day – Douglas County on October 28, 2023. This county wide event was organized by the Make a Difference Day Planning Committee, which is a group of dedicated community members who have a strong passion for volunteerism and building a more resilient community. With over 17 projects across the county, 254 volunteers serving over 680 hours, we sure did make a difference!

Our program staff, Erik and Julia, are planning committee members who led the UCAN AmeriCorps team to a project with Sleep in Heavenly Peace – Umpqua Valley. This nonprofit ensures "No kid sleeps on the floor" by building, assembling and delivering bunk beds to children in need. With over 55 additional volunteers, we managed to build 10 beds. This event was set up in an assembly line and each member was tasked at a different station which ranged from measuring lumber, to sanding and drilling, to dunking the final product in a finishing stain. This unique service day project united the community as those who attended brought their smiles, skills and devotion to this beloved place they call home.





## MLK Jr. Day of Service

This January, UCAN partnered with Umpqua Watersheds and the City of Roseburg Parks and Recreation Department for the MLK Jr. Day of Service, hosting an Umpqua River Clean-Up with community members. This national day of service is honors Dr. Martin Luther King Jr.'s legacy of service, and our members are charged with inspiring community members to volunteer on this day each year.

In the months leading up to the event, UCAN members coordinated all efforts leading up the River Cleanup and Invasive Species Removal. From proposing projects and creating educational materials to recruiting volunteers and securing partnerships.

Over 150 volunteers participated, representing a diverse range of ages and expertise. Our members split volunteers into four locations, removing trash and invasive species like Himalayan blackberry and English ivy. Members also secured over \$500 in donations for tools, custom stickers, and food, with sponsorships from Lowe's, Costco, Bagel Tree, Thrive Umpqua, Crystal Falls, and Paramount Printing.

Julie Lowe, the UCAN AmeriCorps Member serving at Umpqua Watersheds, reflected on the event in her January service reflection: "The day not only resulted in the cleanup of the watershed, but fostered a sense of community stewardship, environmental awareness, and long-term commitment to the health of the watershed from diverse stakeholders. The day was full of smiles from members of a resilient community united by the shared goal of caring for their natural resources."









## **Donations & Giving**

Donate with your IRA

Did you know that persons age 70 ½ or older can make qualified charitable donations from their Individual Retirement Account (IRA) directly to UCAN? You can donate any amount up to \$105,000, annually, without being subject to federal income taxes on the distribution. AND it counts toward your required minimum distribution!

If you no longer itemize, this can be especially appealing—this kind of gift does not count as income to you.

A tax-free IRA charitable rollover gift can go toward anything at UCAN! Contact your IRA provider to make a donation by December 31, 2024.

## Donate by Will

What would Southern Oregon be without UCAN?

All new giving initiatives ensure UCAN continues serving our community for decades to come: **Give By Will**. You know us, you value our work, and you understand how vital it is for us to be here for as long as our neighbors need help. Would you consider making a gift by will?

It's simple. Just share this information with your attorney:

- United Community Action Network (UCAN)
- Federal Tax ID: 93-00587136
- Address: 251 NE Garden Valley Blvd. Suite 205, Roseburg, OR 97470

If you'd like more information, contact Jordan Jungwirth at (541) 492-3531 or at jordan.jungwirth@ucancap.org.

## Support Our Work

Join us in Caring for our Communities! Your involvement, whether through donations, volunteering, or simply staying connected, helps us continue to provide life changing services to individuals and families in need.

#### Scan a QR code below to get started!



#### **DONATE TODAY**

Every contribution helps us support more people and sustain our programs. Your donation, big or small, can make an immediate impact on those we serve!

#### **VOLUNTEER WITH US**

Whether you have a few hours or want to commit to long-term involvement, we welcome volunteers across all of our programs! Contact us today to learn more about how you can join our mission!





#### **STAY CONNECTED**

Keep up with UCAN's latest updates, events, and success stories by following us on social media.



251 NE Garden Valley Blvd. Roseburg, OR 97470



ADMINISTRATIVE OFFICE 251 NE GARDEN VALLEY BLVD. SUITE 205 ROSEBURG, OR 97470

You can also visit us at our service centers located
in Roseburg and Grants Pass.
Call 1-800-301-UCAN (8226) for office locations.
Visit us at www.ucancap.org or facebook.com/UnitedCommunityActionNetwork

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the SDA, 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: <a href="http://www.ascr.usda.gov/complaint-filing\_cust.html">http://www.ascr.usda.gov/complaint-filing\_cust.html</a>, 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:

(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) fax: (202) 690-7442: or
(3) email: program.intake@usda.gov
This institution is an equal opportunity provider











