



## AGENCY UPDATE FORM

Please submit this form to the Bureau **by email at [RA-fooddist@pa.gov](mailto:RA-fooddist@pa.gov)** or **by fax at 717.787.2387** when there is a change to an agency address, telephone number, email, key contact name, etc.

### PROGRAM

- Child and Adult Care Food Program (CACFP)       Commodity Supplemental Food Program (CSFP)
- National School Lunch Program (NSLP)       Summer Food Service Program (SFSP)
- The Emergency Food Assistance Program (TEFAP)

PA Dept. of Agriculture Agreement #: \_\_\_\_\_

PA Dept. of Education Agreement # (if applicable) \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2 (if applicable): \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Comments:

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See opposite side for USDA Food and Nutrition Service Nondiscrimination Statement

## **USDA Food and Nutrition Service Nondiscrimination Statement**

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: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> 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](mailto:program.intake@usda.gov).

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