

Navigating Grants Management Enterprise for Health and Nutrition Services Grants



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **National School Lunch Program (NSLP)**.

Objectives

At the end of this training, attendees should be able to:

- be familiar with the Grants Management Enterprise System;
- understand how to navigate the Grants Management Enterprise system and the meaning of the system statuses and messages; and,
- be aware of the fiscal monitoring that will occur for grant recipients.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: Navigating Grants Management Enterprise for Health and Nutrition Services Grants

Key Area: 3000 - Administration

Learning Code: 3320, 3360

Length: 15 minutes

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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Grants Management Enterprise Navigation

SECTION 1

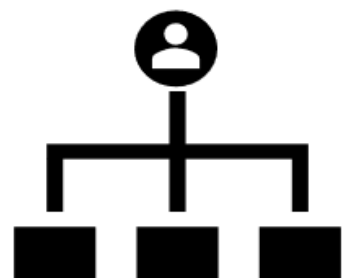


What is the role of Grants Management?

Grants Management

Oversees centralized system for managing all grant applications.

- Processes fiscal aspects for all grants
- Monitors state and federal regulations for fiscal compliance
- Oversee the Grants Management Enterprise (GME) System
- Provides communication and training to field on grant processes & GME system



Program Areas

Primary liaison for specific state and federal grant programs.

- Determines grant allocations based on eligibility and available funds
- Reviews and approves grant applications and revisions
- Supports and monitors implementation of grant program requirements
- Provides communication, outreach and training to field on grant program



GME Navigation

LEARN THE TERMS!

GME

Grants Management Enterprise

SEA

State Education Agency

PA

Program Area

CFR

Code of Federal Regulations

USFR

Uniform System of Financial Records

LEA

Local Education Agency

FA

Funding Application

RR

Reimbursement Request

CR

Completion Report

GM

Grants Management Unit

GME Navigation

ACCESSING GME

- 1 From ADEConnect, choose *View Applications*.
- 2 Select *Grants Management*.
- 3 You have now navigated to the GME Homepage!

- 1 **Applications**
Access and use ADE applications.
[View Applications](#)
- 2 **Grants Management**
- 3  **Grants Management Enterprise**
GME

GME Homepage

GME Home

Academy Del Sol, Inc. (108734000) Charter District - FY 2025 - **Medium Risk** - Global Hold(s): (2027)

Announcements

Monthly Updates April 2026 (4/1/2026)

Completion Reports (CRs): **Some CRs are Now Overdue**

- CRs for FY25 Preschool Development Grant-Continuation that ended on 12/30/2025 were due to ADE in approvable form within 90 days of the project end date.
- CRs for FY25 AZCSP grants that ended on 01/31/2026 are due to ADE in approvable form within 90 days of the project end date.
- CRs for projects that ended on 9/30/2025 were due to ADE in approvable form by 12/29/2025.
- Outstanding CRs for projects that ended on 9/30/2025 are now ineligible for final request for reimbursement.
- Outstanding CRs may result in holds on open projects which will cause delays in processing your reimbursement requests. If you have any outstanding CRs, please submit them or contact your Grants Coordinator for assistance. Please check with your program area to see if carryover is allowed before submitting the CR.

FY27 Indirect Cost (IDC): **Now Available!**

- The FY27 IDC Supplement is now available in GME!
- If your organization does not request an indirect cost rate prior to 06/30/2026, ADE will not provide your organization with a rate for FY27.
- Counties, colleges, and other government offices must request to be added to the Indirect Cost – Counties, IHEs, and Other Gov't supplement in GME via Help Desk. Once added, the entity may apply for IDC directly through the Counties, IHEs, and Other Gov't Indirect Cost option.
- In alignment with the feedback received from our federal partners regarding Arizona's submitted Indirect Cost State Plan, an over-recovery of Indirect Costs in FY25 will reduce the *Total Indirect Cost Pool* for this year (FY27) and an over-recovery in FY26 will reduce the *Total Indirect Cost Pool* for FY28.

Maintenance of Effort

- FY26 Maintenance of Effort testing was completed on 04/1/2026. If you have any questions regarding the correspondence received, please reach out to your assigned Grants Coordinator at 602-542-3901, option 2.

Fiscal Monthly Reports

- Fiscal Monthly Reports are available by the 15th in your LEA Document Library. Please view these reports each month to see how your LEA is doing with drawing down remaining available grant funding.
- Grants Management recommends submitting regular Reimbursement Requests for all open grants (ideally once a month or more often).

Virtual Technical Assistance

- If you would like to request 1:1 assistance and support with submitting Reimbursement Requests, Completion Reports, or other processing needs, please contact your assigned Grants Coordinator at 602-542-3901, option 2, to schedule a virtual technical assistance session.

FY25 Single Audit Qualifier Questionnaire: **Now Overdue**

- The FY25 Single Audit Qualifier Questionnaire (SAQQ) was due by 12/31/2025. Organizations that did not complete the SAQQ have been placed on a fiscal hold, which will affect grant reimbursement activities. Fiscal holds will be lifted once the SAQQ has been submitted.

FY25 Single Audit Reporting Package (SARP): **Now Overdue**

- If your organization has expended \$750,000 or more in all federal funds combined during FY25, the Single Audit Reporting Package was due to ADE with 30 days of receipt from the CPA firm or nine months after your organization's fiscal year end, whichever came first. For organizations with a fiscal year end date of 6/30/2025, the FY25 SARPs were due to ADE by 3/31/2026.
- Organizations with outstanding SARPs have been placed on fiscal hold until the SARP (and associated Corrective Action Plan, if applicable) is uploaded in GME.

Monthly Review

Important Update for FY27 Funding Applications (3/1/2026)
Please see below

Important Update New for FY27 Funding Applications

- ADE will open most federal funding application this year on April 1st (2026) rather than on March 1st.
 - ADE Program Areas will communicate with recipient organizations if the open date will be different than April 1st.*
 - Please submit your funding applications as soon after April 1st as possible, so you will have ample time to obtain director approval before July 1st.*
- Preliminary allocations will be loaded but may be reduced based on the federal government and the final details of the federal budget once passed.
- ADE is doing all it can to provide you with as accurate an estimate as we can at this time.
 - As more information is made available, we will keep our local education agencies informed*
 - Downward or upward adjustments will be made to preliminary allocations once more information is known.*



Navigation Menus

On the left side of the homepage, there is a large, dark blue menu. This menu allows for quick access to all components of the GME system itself including:

- Administration
- Reports
- Planning Tool
- Funding Applications
- Entity Information
- Grants Management Resource Library

A vertical navigation menu with a dark blue background and white text. The menu items are: GME Home, Administer (with a right-pointing arrow), Search (with a right-pointing arrow), Reports, Inbox (with a right-pointing arrow), Entity Information, Planning (with a right-pointing arrow), Monitoring (with a right-pointing arrow), Funding (with a right-pointing arrow), Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Contact ADE, and Grants Management Resource Library.

| |
|---------------------------------------|
| GME Home |
| Administer ▶ |
| Search ▶ |
| Reports |
| Inbox ▶ |
| Entity Information |
| Planning ▶ |
| Monitoring ▶ |
| Funding ▶ |
| Reimbursement Requests |
| Project Summary |
| LEA Document Library |
| Address Book |
| Contact ADE |
| Grants Management Resource Library |

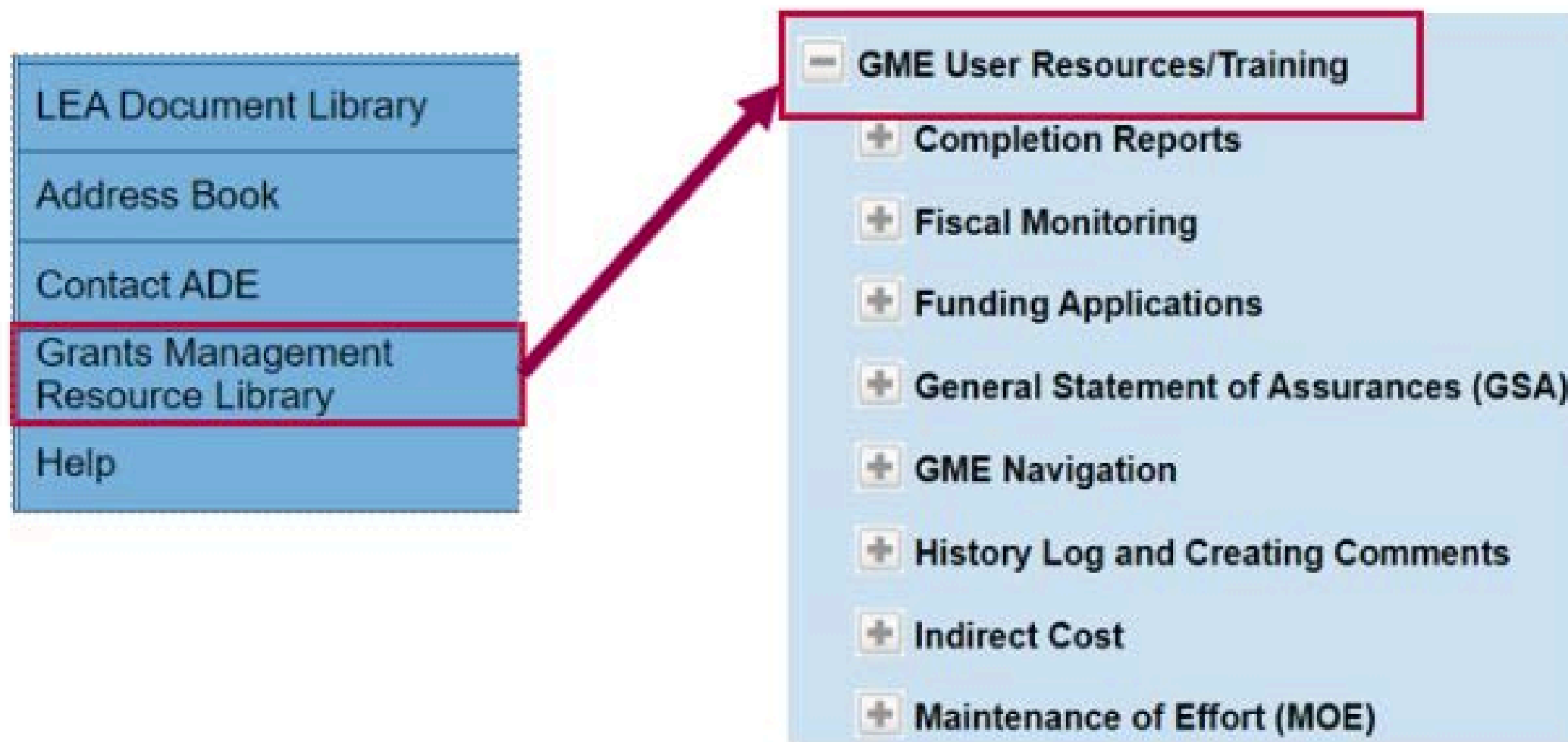
Entity Information

- Here is the Entity Information page for Gilbert Unified District.
- The top section provides basic information.
- The lower section provides links to pages associated with that LEA within GME. Including:
 - FAs
 - RRs
 - Supplements
 - Holds

| Entity Information | |
|--|---|
| Gilbert Unified District (070241000) Public District - FY 2024 - Low Risk | |
| Entity Information | |
| Organization Name | Gilbert Unified District |
| CTDS | 070241000 |
| Entity ID | 4239 |
| Organization Type | Public District |
| Organization Status | OPEN |
| Organization County | Maricopa |
| Indirect Cost Rate | 3.43% |
| Authorized Representative(s) | Mattinen, Jacqueline |
| Legal Name | Gilbert Unified School District |
| Address | 140 S. Gilbert Road |
| City | Gilbert |
| State | Arizona |
| Zip Code | 852961016 |
| Congressional District | 05 - Fifth Congressional District |
| DUNS Number | 093666569 |
| UEI Number | KECWJMSLJEA5 |
| SAM.gov Expiration | 8/15/2024 |
| Risk Designation | Low |
| General Statement of Assurance Upload Date | 3/1/2023 |
| Funding Applications | Funding Applications |
| Reimbursement Requests | Reimbursement Requests |
| Entity History | Entity History |
| Entity Hold Administration | Entity Hold Administration |
| Interest Administration | Interest Administration |
| General Statement of Assurances | General Statement of Assurances |
| Indirect Cost | Indirect Cost |
| Self-Assessment | Self-Assessment |
| Project Summary | Project Summary |
| Maintenance Of Effort Results | Maintenance Of Effort Results |

GM Resource Library

The Grants Management Resource Library contains documents and links to other resources that are made available to you and the public related to the funding application process.



Navigating the Funding Application

In this section, we will dive deeper into navigating the funding application menu including overviews of:

- **User Roles**

- Who can submit a Funding Application?

- **Status Updates & Approval Cycles**

- What is the process of submitting a Funding Application from start to approval?

External User Roles

LEA User Access Administrator

- Administers LEA's user access roles within GME

LEA Entity Authorized Signer

- Reviews, approves, submits the General Statement of Assurances (GSA)
- User must be authorized to legally sign on behalf of the entity
- Cannot perform any other function in GME

LEA Business Manager

- Initiates & edits FAs, RRs & CRs
- Serves as 1st level of approval for FAs
- Only role required for RRs & CRs
- Initiates, edits & submits the Indirect Cost Request

LEA Authorized Representative

- Serves as the 2nd or final approval for FAs (including revisions)
- Cannot initiate nor edit

LEA Contract Update: Operates similar to the LEA Business Manager role, but cannot provide approvals.

External User Roles

LEA Data View

- Views unapproved items, but cannot edit
- Gains access to LEA Document Library

LEA [FA Name] Update

- Allows an LEA user to edit specific FAs, but cannot change status

LEA Plan Update

- Initiates/Edits/Saves LEA level plan (LIAP)
- Views school (site) plan, but cannot edit

School Plan Update

- Initiates/Edits/Saves school (site) level plan (SIAP)

Status Cycle for Funding Applications

All status changes are done on the **Sections** page of each Funding Application. We will take a look at drafting, approving and closing out a funding application.

| | |
|--------------------|--|
| GME Home | Sections |
| Administer ▶ | Academy of Tucson, Inc. (108665000) Charter District - FY 2021 - Low Risk - Elementary and Secondary School Emergency Relief (ESSER III) Fund - Rev 1 |
| Search ▶ | Application Status: SEA Elementary and Secondary School Emergency Relief (ESSER III) Fund Director Approved |
| Reports | Change Status To: Revision Started |
| Inbox ▶ | or |
| Entity Information | CR Draft Started |
| Planning ▶ | View ADE History Log |
| | View Change Log |

Status/Status Change Options

Draft Started

This status change initiates the Funding Application.

Draft Completed

LEA Business Manager Approved

LEA Authorized Representative Approved

This status change gives the final approval and submits the Funding Application to ADE.

Status/Status Change Options

SEA PA Specialist Approved

**Starts same as Draft

SEA Director Approved

**Revisions Process

**Starts same as Draft; available after close of project

**Completion Report Process

Error/Warning Message

You may encounter **Error** or **Warning** messages when attempting to change the status

Warnings are just a caution but allow the status change to occur

Error messages MUST be addressed/rectified before the status can be changed. Common examples of Errors include:

- Missing information
- Misaligned data
- Mathematical incongruencies



Things to Note on the Sections Page

Along with Status/Status change options, the Sections page also allows you to navigate to:

- Funding Application (Data Input)
- Budget Page
- Program Details
- Program Narrative Questions Page
- Related Documents Page
- History Log



The sections page outlines sections and pages that need to be completed before the Funding Application can be submitted for approval

History Log

The History Log maintains transparent communication between ADE and the entity responsible for the FA

- Comments cannot be edited nor deleted once posted; they are saved as permanent record
- Comments can be posted by GME users **(C)**, or generated by the system based on various triggering events **(S)**
- Comments can also generate Helpdesk tickets when Grants Management is included in the message

Description

History Log

Create Comment

Expenditure Details

Request

Related Documents

Assurances

All

Comments

Common reasons to create a comment:

- Approval/Rejection of FA submission by ADE
- Action requested of Entity
- Entity inactivity “check in” or “TA suggestion”
- Hold placement/removal

Pro Tip: If pre-creating a comment, it is recommended you do so in Notepad or MS Word; then copy + paste to GME

- Important: Avoid adding images & formatted tables. This will significantly effect the efficiency of GME
- Attachments may **not** be included

Description

[History Log](#)

[Create Comment](#)

[Expenditure Details](#)

[Request](#)

[Related Documents](#)

[Assurances](#)

All

Contacting ADE via History Log

| | |
|-------------------------------------|--|
| Attachments | |
| Send Email to GME Contacts | <input checked="" type="checkbox"/> |
| Available Contact Groups | |
| LEA Contacts By Funding Application | ESEA Consolidated ▾ ESEA Funding Application Contact McKinney-Vento Homeless Liaison Title I-D Coordinator Primary Title I LEA Coordinator Title II-A Coordinator ▾ Add |
| LEA Contacts By Role | LEA 2014-2015 Head Start Collaboration Update LEA 21st CCLC Yr 1 - New - Consortium Update LEA 21st CCLC Yr 2 Update LEA 21st CCLC Yr 3 Update LEA 21st CCLC Yr 4 Update ▾ Add |
| Other LEA Contacts | County Business Manager Planning Tool Contact ▾ Add |
| ADE Contacts | Program Specialist Director Completion Report User Fiscal Monitoring Grants Management ▾ Add |
| ADE Miscellaneous Contacts | Bailey Acevedo Ryan Adame Dana Agnew Cara Alexander Cara Alexander ▾ Add |
| Additional Recipients | <input type="text"/> Add |

Help Desk Ticket ONLY



Accessing the FFVP and Equipment Grant Application in GME

The FFVP applications are located in GME which is a Grants Management application. If you do not have the GME application in the ADEConnect portal, contact your Entity Administrator.

- Please note your assigned HNS specialist cannot assign GME application access.

Additionally, each GME user must obtain the applicable GME user role(s) provided by the LEA User Access Administrator. For technical assistance when navigating GME, please utilize the trainings linked below:

- [GME Navigation Basics](#)

Reimbursement Requests

Reimbursement Requests (RRs) must be completed and submitted online through GME at least once a month, with the option to submit them up to two times monthly. The Grants Management Team will review and approve these requests.

Required Documentation for Each Submission:

- For RRs that are equal to or exceed 20% of the total award:
 - A justification comment in the History Log
 - An Expenditure Summary Report
 - Invoices that support the claim

The screenshot shows the GME Enterprise Navigation interface. On the left is a vertical menu with the following items: GME Home, Administer, Search, Reports, Inbox, Entity Information, Planning, Monitoring, Funding, Reimbursement Requests (highlighted with a red box), Project Summary, and LEA Document Library. On the right is the 'Entity Information' page for the 'Arizona Department of Education'. The page displays the following fields: Organization Name (redacted), CTDS, Entity ID, Organization Type, Organization Status, Organization County, Indirect Cost Rate, Authorized Representative(s), Legal Name, Address, and City.

| Entity Information | |
|--------------------|-------------------------------|
| | Arizona Department of Educati |
| | [Redacted] |
| | Organization Name |
| | CTDS |
| | Entity ID |
| | Organization Type |
| | Organization Status |
| | Organization County |
| | Indirect Cost Rate |
| | Authorized Representative(s) |
| | Legal Name |
| | Address |
| | City |

Budget Revisions

Revisions to a budget narrative should follow the same narrative guidance as when crafting the original. LEA's only need to make the adjustments necessary to align to current budget needs.

Please note: Budget revisions cannot be started, nor completed after the project end date.

Be sure to collaborate with your Program Area specialist to review your budget and determine if revisions are necessary.

Optional: LEA's may use formatting differences to track their own adjustments to their budget narratives (such as **bold**, **different colors** or indicator words like "new"), but there is not a formatting requirement to differentiate revisions from original narratives.

ORIGINAL:

6.0 FTE HS Site Lead Coordinators salaries
Total = \$444,000

REVISION:

6.0 FTE HS Site Lead Coordinators salaries
Total = \$444,000

Rev 1 – 9/06/2023

5.0 FTE. New Total = \$370,000

Rev 2 – 11/13/2023

ADD: Extra Duty – Classified staff PD, "Grouping Students", \$4,500

New Total = \$374,500

Rev 6 – 5/22/2024

Lead Coordinator salaries; New Total = \$375,000

ADD: Summer School Stipends; 4 @ \$2,500/ea = \$10,000

New Total = \$389,500


Reimbursement Guidelines

HNS issued Memorandum **HNS 10-2025**, Guidance on Claiming One-Time Exemptions for Late Reimbursement Claims Under USDA Child Nutrition Programs.

RRs must be submitted and approved in GME no later than 60 days following the last day of the full month covered by the claim.

RRs submitted after the 60-day deadline will not be paid out unless a valid exception is granted.

- One-time exception: an SFA may request a **one-time exception every 36 months** for one monthly claim submitted after the 60-day deadline when the lateness is due to reason within the control of the SFA



One-Time Exception/Claim Revision Form
ARIZONA CHILD NUTRITION PROGRAM OPERATORS

7 CFR 210.8 (b)(1) and 225.9 (d)(6) states "A final Claim for Reimbursement shall be submitted to the State Agency not later than 60 days following the last day of the full month covered by the claim." However, if you failed to meet this requirement or you need to revise a prior submitted claim, you may be granted an exception or an approval for a revision. A single month's claim may be approved if a similar exception has not been granted during the previous 36-month period. For prior Federal Fiscal Year One-Time Exception (OTE) requests, the form must be approved by HNS on or before December 29. For example, the October 2024-September 2025 Child Nutrition Program (CNP) claim form must be approved by 12/29/2025.

Complete all of the fields below.

CTDS: Entity Name:

Contact: Title:

Child Nutrition Program:

Claim Month and Calendar Year:

I acknowledge that we are requesting a One-Time Exception. I understand that upon approval of my One-Time Exception, I will not be eligible to receive a One-Time Exception for the next 36 months from the claim month revised.

I certify that I have NOT been granted a similar exception during the previous 36-month period.

I acknowledge that I am requesting a revision to my claim, and understand that per 7CFR 210.24, 220.18 and 215.15; 2 CFR 200.338 if there are continued revisions payments could be withheld until the appropriate procedures are implemented. **(Does Not Apply To CACFP)**

Reason the claim was unable to be submitted within 60 days following the last day of the full month covered by the claim or the reason for the revision of the claim:

Provide a Corrective Action Plan detailing what steps have been instituted to the claims process to eliminate future adjustments:

As the Authorized Representative submitting this form, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract; or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract for the above-named entity. I understand by sending this document I am certifying that all the above recorded information is true and accurate; and that the above recorded Corrective Action Plan will be implemented prior to the receipt of exception. **The Arizona Department of Education reserves the right to verify and/or request additional information to approve the request.**

Authorized Representative Printed Name:

Authorized Representative Signature: Date:

Submit the completed form to Grants Management via HelpDesk: <http://helpdeskexternal.azed.gov/>

October 2025 | Arizona Department of Education | Grants Management | USDA is an equal opportunity provider, employer, and lender.

Completion Report

ADE requires all operators of the FFVP to complete and submit a completion report (CR) online in GME. CRs may be completed one day after the Program end date and are due 90 days after the Program end date.

CRs are reviewed and approved by the Grants Management Team.

Documentation Required:

- Expenditure Summary Report



Expenditure Summary Report

**QUICKBOOKS
EXPENDITURE
SUMMARY REPORT**

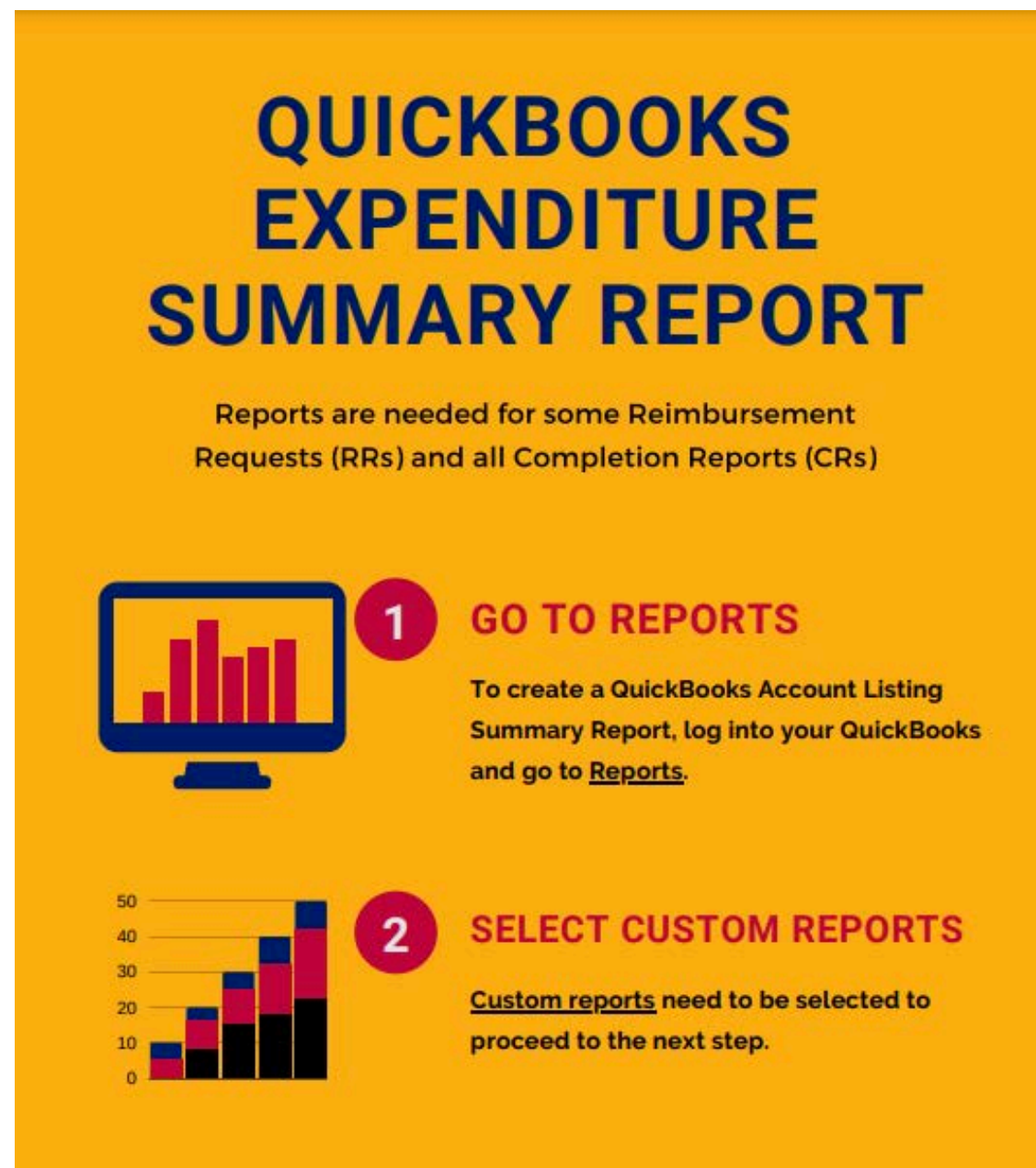
Reports are needed for some Reimbursement Requests (RRs) and all Completion Reports (CRs)

1 GO TO REPORTS

To create a QuickBooks Account Listing Summary Report, log into your QuickBooks and go to Reports.

2 SELECT CUSTOM REPORTS

Custom reports need to be selected to proceed to the next step.



An Expenditure Summary Report (ESR) is a report from your organization's accounting system. It is required for all CR submissions and RRs \geq 20% total award.

Summary reports from QuickBooks or Visions are examples of acceptable documentation.

For more information, check out the ESR resource online [here](#).

Grants Management Fiscal Monitoring



SECTION 2

Fiscal Monitoring

Fiscal Monitoring done by Grants Management differs significantly from Programmatic Monitoring.

Fiscal Monitoring is done for **all** grants within a specified Fiscal Year.

- Please note: At this time, ESSER II and ESSER III are also being monitored.

A Fiscal Monitor from ADE does **not** come to your site. The entire monitoring is done via GME.



Fiscal Monitoring

During a Fiscal Monitoring, all Fiscal Year grants as well as your organizations Policies and Procedures will be requested and reviewed.

The Policies and Procedures your organization will be asked to provide are:

- Time and Effort
- Travel
- Procurement
- Asset Management
- User Access
- Conflict of Interest (if not included in your Procurement policy)

Policies and Procedures should:

- Have your organizations name or letterhead
- Be dated (implementation, revisions, reviews)
- Be aligned to Federal Regulations

Fiscal Monitoring

Findings Categories

Findings are assessed in 3 categories:

- **Internal Controls**
 - Expenditure Report and Completion Report don't reconcile
 - Missing or incomplete policies and procedures
- **Questioned Costs**
 - Have a specific dollar amount
 - Funds do **not** have to be returned to ADE
- **Disallowed Costs**
 - Have a specific dollar amount
 - Funds **must** be returned to ADE



TECHNICAL ASSISTANCE

Your Fiscal Monitor may also provide you with Technical Assistance (TA). This is an opportunity to receive information to implement best practices!

Quiz Time

True or False. All grant recipients will receive an on-site fiscal monitoring visit by ADE.

A True.

B False.



Quiz Time

True or False. All grant recipients will receive an on-site fiscal monitoring visit by ADE.

A True.

B False.

Fiscal Monitoring is done for all grants within a specified Fiscal Year. However, a Fiscal Monitor from ADE does not come to your site. The entire monitoring is done via GME.



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



[HelpDesk](#)



www.azed.gov/hns





Congratulations

How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool

Information to include when documenting this training for Professional Standards:

Training Title:
**Navigating Grants
Management Enterprise
for Health and Nutrition
Services Grants**

**Key Area: 3000 -
Administration**
Learning Code: 3320, 3360
Length: 15 Minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:

Navigating Grants

**Management Enterprise
for Health and Nutrition**

Services Grants

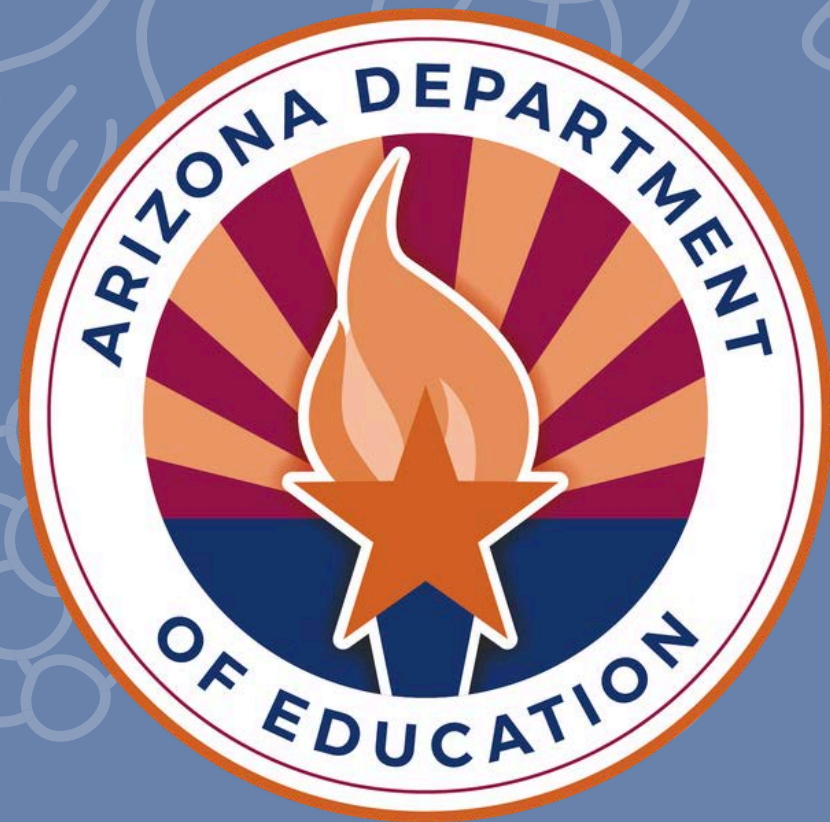
Key Area: 3000 - Administration

Learning Code: 3320, 3360

Length: 15 Minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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