# Wilcox County Public School System

# **CHILD NUTRITION PROGRAM**

# STUDENT INFO PACKET 2018-2019

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To file a program complaint of discrimination, complete the <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) found online at: <u>How to File a Complaint</u>, 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.

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# Wilcox County Board of Education 75 Camden Bypass • Post Office Box 160 • Camden, Alabama 36726 • www.wilcox.k12.al.us

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Superintendent

Dr. André P. Saulsberry asaulsberry@wilcox.k12.al.us

Secretary

Sheria Morgan Telephone: 334.682.4716

Fax: 334.682.4179

October 25, 2018

# MEMORANDUM

To:

ALL Parent(s)/Guardian(s)

From:

Ms. Donnanique Washington, CNP Director

Re:

Community Eligibility Provision - Public Release

The Wilcox County Public School System will be implementing the Community Eligibility Provision for the 2018-2019 school year. In Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1))(the law), this provision is available to schools participating in the National School Lunch and School Breakfast Program. Meals will be available at no cost to all enrolled students, regardless of income level. No applications will be distributed, no eligibility determinations will be made, and no verification will be conducted, so no further action is required of you.

Breakfast and lunch meals will follow the United States Department of Agriculture (USDA) guidelines for healthy school meals. Please encourage students to participate in the school meal programs.

Parents or guardians that do not want their child/children to participate in CEP, or need further information may contact Ms. Donnanique Washington, Child Nutrition Program Director at (334) 682-4716 ext. 6632.

Parents wishing to make a formal appeal may make a request for a hearing to appeal the decision in writing to Dr. André P. Saulsberry, Superintendent of Education, whose address is: 75 Camden Bypass, P. O. Box 160, Camden, Alabama 36726.

It is the official policy of the Wilcox County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, creed, age, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

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- (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
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# Students with Special Dietary Needs

The Wilcox County Public School System's Child Nutrition Program is committed to our children by providing nutritious and satisfying meals, excellent customer service, and promoting nutrition education to develop healthy minds and bodies. We pride ourselves on contributing to the quality and excellence of a student's education experience.

We understand that certain children have special dietary needs; therefore, we will do our best to accommodate those needs. For a student with a chronic medical condition such as diabetes, cystic fibrosis, or a non-life threatening food allergy, a diet prescription signed by a licensed physician or recognized medical authority.

# Physician's Statement for Children with Disabilities

USDA regulations 7 CFR Part 15b requires substitutions or modifications in school meals for children whose disabilities restrict their diet. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician or recognized medical authority.

# The physician's statement must identify:

- 1. The child's disability
- 2. An explanation of why the disability restricts the child's diet
- 3. The major life activity affected by the disability
- 4. The food or foods to be omitted from the child's diet
- 5. The food or choice of foods that must substitute

# Medical Statement for Children with Special Dietary Needs:

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a licensed physician or a recognized medical authority.

# The medical statement must include:

- 1. An identification of the medical or other special dietary condition which restricts the child's diet
- 2. The food or foods to be omitted from the child's
- 3. The food or choice of foods to be substituted

# Special information regarding milk substitution requests:

Per the "USDA Rule on Fluid Milk Substitutes for School Nutrition Programs", the Wilcox County Public School System's Child Nutrition Program does not offer a milk substitute for students with medical or special dietary needs at this time.

Please return all complete Diet Prescription Forms to your child's Cafeteria Manager.

# DIET PRESCRIPTION FOR MEALS AT SCHOOL

AME OF STUDENT for whom special meals are requested:							
Disability or medical condition that requires the student to have a special diet. Include a brief description of the major life activity affected by the student's disability.							
Diet Prescription – check all that apply		***************************************					
☐ DIABETIC ☐ INCREASED CALOR	IES 🔲 RE	DUCED CALORI	ES 🗆 M	ODIFIED TEXTURE			
☐ OTHER-(Describe):							
Foods Omitted and Substitutions (Please check) substitutions.)	food groups to be	omitted. List spe	cific foods to be on	nitted and suggest			
☐ Milk and Milk Products ☐ Meat and M	feat Alternates			Fruits & Vegetables			
Textures Modification Required (if applicable):  □ Chopped □ Ground □ Pureed  Notes:  Other information regarding diet or meals at schoo (Please provide additional information. Use back	1:						
Is this student lactose intolerant?  Can student tolerate dairy products other than milk  If yes, what items?		es	□ N				
Does this student have a food allergy? – Mark all t	that apply						
,	e Nuts	□Wheat	□Soy	y □Fish			
□Shellfish □Dai	ry	□Eggs	□Otl	ner			
Please list other food allergies:				-			
Is this allergy life threatening? (Example: does it Does this student require special tray preparation Describe the student's reaction when exposed to the	by the cafeteria s	staff when allerg	□ No. ens are present? □	Yes No.			
I certify that the above named student needs special school med	uls prepared as descrit	ped above because of	the student's disability	or chronic medical condition.			
Recognized Physician/Medical Authority Signature		Office Phone Number	Totalentonianianianiani	Date			

# Locating the Menus on the District Website

The Breakfast and Lunch menus for the current month can always be found on the Wilcox County Public School System's district website.

# A. Instructions for Finding Menus on Website

- 1. Go to www.wilcox.k12.al.us.
- 2. Click on "About WC" at the top of the webpage.
- 3. Click on "Child Nutrition" on the left side of the webpage.
- 4. Under the Child Nutrition tab, click on "Menus".

The menus for the current month will be the first links listed at the top of the page. Other menus, such as the Head Start Snack, At-Risk Supper Program, and Fresh Fruit and Vegetable Menus will be located directly below the current menus on the webpage.

# Locating Important CNP Documents on the District Website

Important documents and policies utilized by the Child Nutrition Program can always be found on the Wilcox County Public School System's district website.

# A. Instructions for Finding Documents on Website

- 1. Go to www.wilcox.k12.al.us.
- 2. Click on "About WC" at the top of the webpage.
- 3. Click on "Child Nutrition" on the left side of the webpage.
- 4. Under the Child Nutrition tab, click on "CNP Documents".

# Locating the Wellness Policy on the District Website

The Board-Approved District Wellness Policy can always be found on the Wilcox County Public School System's district website.

# A. Instructions for Finding Documents on Website

- 1. Go to www.wilcox.k12.al.us.
- 2. Click on "About WC" at the top of the webpage.
- 3. Click on "Child Nutrition" on the left side of the webpage.
- 4. Under the Child Nutrition tab, click on "Wellness Policy".
- 5. To view the Word document, click on the links located under the "Related Documents" box located at the top-right corner of the webpage.

### CHAPTER 8.00 - AUXILIARY SERVICES

# INSUFFICIENT FUNDS AND WORTHLESS CHECKS

7.42

I. Whenever a check is returned to the Wilcox County School System for insufficient funds, an entry will be made to decrease the revenue source and the cash account. It will then be logged on the "Bad Check Log" and the procedures for Bad Check Collection will be followed.

Only cash, money order, or cashier's check shall be accepted as payment for a worthless check. If payment is received within ten (10) days of sending the "Notice to the Maker," the money is deposited with both the notation of redeposit and the name on the returned check written on the deposit slip. After money has been received to cover the amount of the check and the service charge, the returned check may be returned to the person who wrote the check.

If the returned check is not collected, it will be turned over to the District Attorney's Worthless Check Unit. When collection is made, the deposit is reentered into the books by debiting cash and crediting the revenue source.

- II. The service charge for processing returned checks shall be the maximum allowed by current law.
- III. No additional checks may be accepted for any individual or group unless and until prior worthless checks have been paid including all service charges.
- IV. Child Nutrition Program funds cannot be used to satisfy bad debts; therefore, all returned CNP checks must be satisfied from nonpublic funds.

REFERENCE(S):

CODE OF ALABAMA 16-8-8, 16-12-3

HISTORY:

ADOPTED: JULY 9, 2003

REVISION DATE(S): MAY 11, 2005; JANUARY 14, 2009

FORMERLY: DJH

# CHAPTER 8.00 - AUXILIARY SERVICES

# UNCOLLECTED CHARGED MEALS AND BAD CHECKS

8.42

- The Wilcox County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP).
- II. All adult meals will be paid. Charging of adult meals and all a carte is prohibited.
- III. CNP must provide a reimbursable meal to all PK-3<sup>rd</sup> grade students and special needs students.
- IV. CNP funds cannot be used to satisfy bad debts; therefore, all bad debt must be satisfied from nonpublic funds at school year end. Principal and/or school's PTA will be responsible for satisfying any bad debt.
- Whenever a check is returned, an entry will be made to decrease the revenue source and the cash account. It will then be logged on the "Bad Check Log" and the procedures for Bad Check Collection will be followed.

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REFERENCE(S):

CODE OF ALABAMA

16-8-9

HISTORY:

ADOPTED: JULY 9, 2003

REVISION DATE(S): MAY 11, 2005; JANUARY 14, 2009

FORMERLY: DJH, EEAB



# MYPLATE GUIDE TO

# SCHOOL BREAKFAST

for Families



# FRUITS

A full cup of fruit is available every day, providing nutrients that are important for kids' health, such as potassium, dietary fiber, vitamin C, and folate (folic acid).





Kids and teens need the calcium, protein, and vitamin D found in milk for strong bones, teeth, and muscles.



# **VEGETABLES**

Every breakfast does not include vegetables, but schools may offer them in place of fruits.





Starting every day the whole grains way gives kids and teens B vitamins, minerals, and fiber to feel fuller longer so they stay alert to concentrate at school.



# **PROTEIN FOODS**

Some breakfast menus may offer items such as eggs, nuts, or meats to pair with whole-grain options.



Visit teamnutrition.usda.gov for additional tips and activities.





# HOW DOES SCHOOL BREAKFAST HELP FAMILIES?



# **Fuels learning**

Kids and teens can concentrate on their schoolwork better when they're not hungry. Studies show that kids do better in school when they eat breakfast.



# Provides better nutrition

Studies show that people who eat breakfast have higher intakes of dietary fiber, B vitamins, calcium, iron, and other nutrients.



### Saves time

School breakfast can simplify mornings for families by offering kids and teens healthy options that fit into their schedule.

# HOW CAN FAMILIES HELP THEIR CHILD EAT A HEALTHY BREAKFAST?

- Read the menu with your child to make sure your student knows about all the foods that are included in their school breakfast.
- Find out how your parent organization can work with school nutrition professionals to promote breakfast options at your school, such as Breakfast in the Classroom.



Visit Choosemyplate.gov/Families for additional tips and activities for families.

The School Breakfast Program (SBP) provides cash assistance to States to operate nonprofit breakfast programs in schools and residential child care institutions. The USDA Food and Nutrition Service administers the SBP at the Federal level. State agencies administer the SBP at the State level, and local school food authorities operate the Program in schools.

Learn more at: www.fns.usda.gov/sbp/school-breakfast-program-sbp.

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What makes a **GREAT** school day? Breakfast!

WHOLE GRAINS + FRUIT OR VEGGIE + PROTEIN + MILK = 1 BALANCED BREAKFAST

Build a
BALANCED
Breakfast!

Choose a whole grain

Take a fruit or veggie

AT LEAST.



Pick a lean protein\*

\*OPTIONAL

Add a serving of **milk** 



tasming ZonaXpress\* Clearning ZoneXpress | 888.455.7003



# Why Eat Breakfast At School?

# STUDENTS WHO EAT SCHOOL BREAKFAST:

- Have better concentration
- Are more alert and ready to learn
- Remember more of what they learn
- Participate in class
- Have higher standardized test scores
- Make healthier food choices throughout the day
- Have healthier body weights





As part of the Healthy Hunger-Free Kids Act to improve the nutrition of children, new nutrition standards are being implemented to improve your child's school breakfast. These standards emphasize whole grains, fruits and vegetables, and fat-free and low-fat milk options.

# What you need to know:

- The breakfast price doesn't change if all items offered are selected, so encourage your child to take all items for a balanced breakfast that will give them energy to learn.
- Fruits and vegetables may be offered at breakfast interchangeably. Students are not required to take fruits or vegetables offered with breakfast until school year 2014-2015, but encouraging them to do so now adds health-promoting nutrients to their diets and will help make the future transition a little bit easier.
- Breads and grains served are transitioning to whole grain. By school year 2014-2015, all grains served at breakfast and lunch will be whole-grain rich.
- There is no government requirement for protein foods to be served, but your school may choose to serve yogurt, eggs, cheese, peanut butter, and other breakfast meats as an additional food option.
- The types of milk offered include:
  - Fat-free (flavored and unflavored)
  - Low-fat (unflavored only)
- Calories are now required to be within a certain range depending on your child's grade level. Trans fat has been eliminated and saturated fat is less than 10% of total calories. Future years will see reductions in sodium.

Clearning ZoneXoress



# MYPLATE GUIDE TO

# SCHOOL LUNCH

for Families

# VEGETABLES Vegetables

A variety of vegetables helps kids get the nutrients and fiber they need for good health.

# MILK

Low-fat (1%) or Fat-free milk. Children and teens need the calcium, protein, and vitamin D found in milk for strong bones, teeth and muscles.



# GRAINS

Whole grains give kids B vitamins, minerals, and fiber to help them feel fuller longer so they stay alert to concentrate at school.

# Protein

# PROTEIN FOODS

Meat, poultry, fish, dry beans, peas, eggs, nuts, and seeds provide many nutrients including protein and iron. Portion sizes are based upon the nutrition needs of children in various grade groups. School meals also allow cheese, tofu, and yogurt to count as the meat/meat alternate in the school lunch.

# **FRUITS**

Every school lunch includes fruits as well as vegetables. Only ½ of the fruits offered may be 100% juice, since whole and cut-up fruits have more fiber.





Visit teamnutrition.usda.gov for additional tips and activities.





# HOW DOES SCHOOL LUNCH HELP FAMILIES?



Provides a balanced meal

It meets one-third of the nutrition needs of most children for the day.



Helps kids learn where foods come from

Farm to school programs are in 42 percent of schools which increase kids access to locally produced foods and learning activities such as farmers' visits and school gardening.



Saves time

If you spend 10 minutes a day packing lunch, that adds up to 30 hours (1,800 minutes) each school year.



Supports learning at school

Research shows that kids with healthier eating patterns have better academic performance.

"We grow fruits and vegetables in our school greenhouse, which are harvested and given to the cafeteria to serve on the salad bar. It's great because the landscaping class gets involved, the leadership classes get involved, and even all the marketing plan classes get involved."

Nebraska student

# HOW CAN FAMILIES HELP THEIR CHILDREN ENJOY SCHOOL LUNCH?

- Try new foods at home. Kids need many opportunities to taste a new food to "get used to it."
- Talk with your child about what's on the menu. Make sure he or she knows about all the foods that are included in his or her school.
- Eat lunch at school with your child. Learn more about what's offered and meet school nutrition staff.
- Encourage your child or teen to join in taste-testing events or surveys about school lunch, when available.

Visit Choosemyplate.gov/Families for additional tips and activities for families.

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

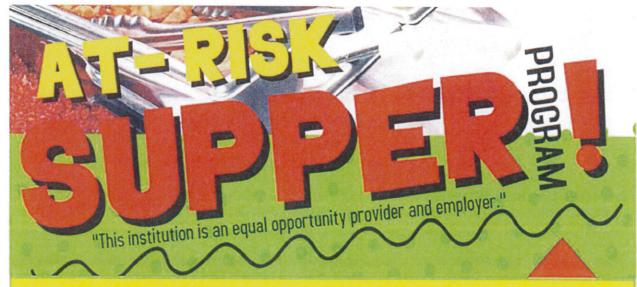
Learn more at: www.fns.usda.gov/nslp/national-school-lunch-program-nslp.

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# At-Risk Supper Program Menu

SY 2018-2019

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08/20/2018 09/17/2018 10/15/2018 11/12/2018 12/17/2018 01/28/2019 02/25/2019 04/01/2019 04/29/2019	Cheeseburger Lettuce Leaf Tomato Slice Dill Pickle Slices French Fries	Sausage & Pepperoni Pizza Green Salad Ranch Dressing Corn-on-the Cob Salad Crackers	Crispy Chicken Sandwich Swiss Cheese Lettuce/Tomatoes Pickles Potato Wedges	Cheesy Spaghetti Bake Green Salad Ranch Dressing Whole Kernel Corn WG Roll	Roasted Chicken Potatoes or Rice Gravy Peas or Beans WG Roll
08/27/2018 09/24/2018 10/22/2018 11/26/2018 01/07/2019 02/04/2019 03/04/2019 04/08/2019	Chicken Fajitas Tortilla Chips Shredded Cheese Lettuce Diced Tomatoes Whole Kernel Corn	Mozzarella Sticks Green Salad Ranch Dressing Whole Kernel Corn Salad Crackers	Chicken Nuggets Broccoli & Cheese French Fries Assorted WG Chips	Grilled Chicken Sandwich Pepper Jack Cheese Lettuce/Tomato Pickles French Fries	Salisbury Steak Gravy Potatoes or Rice Peas or Beans WG Roll
09/03/2018 10/01/2018 10/29/2018 12/03/2018 01/14/2019 02/11/2019 03/11/2019 04/15/2019 05/13/2019	Pepperoni Flatbread Pizza Green Salad Ranch Dressing Whole Kernel Corn Salad Crackers	Hot Dog Chili Sauce Nacho Cheese Sauce French Fries Assorted WG Chips	Cheesy Rotini Bake Green Salad Ranch Dressing California Vegetables WG Roll	Chicken Fajita Sub Shredded Cheese Lettuce/Tomato California Vegetables	Roasted Chicken Potatoes or Rice Gravy Peas or Beans WG Roll
09/10/2018 10/08/2018 11/05/2018 12/10/2018 01/21/2019 02/18/2019 03/25/2019 04/22/2019	Crispy Chicken Sandwich Swiss Cheese Lettuce/Tomato Pickles French Fries	Taco Salad Tortilla Chips Shredded Cheese Lettuce Diced Tomatoes Whole Kernel Corn	Hot Dog Chili Sauce Nacho Cheese Sauce French Fries Assorted WG Chips	Chicken Fajita Flatbread Shredded Cheese Lettuce/Tomato French Fries	Salisbury Steak Gravy Potatoes or Rice Peas or Beans WG Roll

# VEGETABLE

Serving Days:

**TUESDAYS THURSDAYS** 

The Fresh Fruit and Vegetable Program (FFVP) is a federally assisted program providing free fresh fruit and vegetable snacks to students in participating elementary schools during the school day. The goal of FFVP is to improve children's overall diet and create healhier eating habits to impact their present and future health.

Wilcox County Public School System

Service of the state of the sta Child Nutrition Program

Improve children's overall diets.

Create healthier eating habits that will

positively impact their present and

future health.

Create healthier school environments by providing

3, healthier food choices; expanding the variety of

fruits and vegetables children experience.

se children's fruit and vegetable consumption.

TO VIEW THE MONTHLY MENU:

ox.k12.al.us

A. B. C. Elementary

**FFVP Schools** 

J. E. Hobbs Elementary

F. S. Ervin Elementary

TO GET MORE INFORMATIO



# Smart Snacks in School

**USDA's "All Foods Sold in Schools" Standards** 

USDA recently published practical, science-based nutrition standards for snack foods and beverages sold to children at school during the school day. The standards, required by the Healthy, Hunger-Free Kids Act of 2010, will allow schools to offer healthier snack foods to children, while limiting junk food.

The health of today's school environment continues to improve. Students across the country are now offered healthier school lunches with more fruits, vegetables and whole grains. The *Smart Snacks in School* standards will build on those healthy advancements and ensure that kids are only offered tasty and nutritious foods during the school day.

Smart Snacks in School also support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

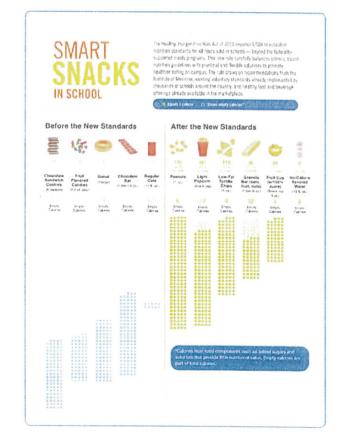
## **Nutrition Standards for Foods**

### Any food sold in schools must:

- · Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).\*

# Foods must also meet several nutrient requirements:

- · Calorie limits:
  - Snack items: ≤ 200 calories
  - Entrée items: ≤ 350 calories
- Sodium limits:
  - Snack items: ≤ 230 mg\*\*
  - Entrée items: ≤ 480 mg
- Fat limits:
  - Total fat: ≤35% of calories
  - Saturated fat: < 10% of calories</li>
  - Trans fat: zero grams
- Sugar limit:
  - ≤ 35% of weight from total sugars in foods



<sup>\*</sup>On July 1, 2016, foods may not qualify using the 10% DV criteria.

<sup>\*\*</sup>On July 1, 2016, snack items must contain ≤ 200 mg sodium per item

# **Nutrition Standards for Beverages**

# All schools may sell:

- · Plain water (with or without carbonation)
- · Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- · 100% fruit or vegetable juice and
- · 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.
- Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions
  of milk and juice. There is no portion size limit for plain water.
- Beyond this, the standards allow additional "no calorie" and "lower calorie" beverage options for high school students.
  - · No more than 20-ounce portions of
  - · Calorie-free, flavored water (with or without carbonation); and
  - Other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
  - · No more than 12-ounce portions of
  - Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.

# **Other Requirements**

### Fundraisers

- The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
- The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.

# Accompaniments

- Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.
- This helps control the amount of calories, fat, sugar and sodium added to foods by accompaniments, which
  can be significant.

# **Public Comment**

USDA is seeking comments on these standards. The formal 120-day comment period is open through October 28, 2013. We also want to continue to receive feedback during implementation of the standards, so that we are able to make any needed tweaks to the standards based on real-world experience. Feedback from students, parents, school food staff, school administrators, State agencies and other interested parties is critical to ensuring successful standards.

To find the standards online, simply go to <a href="http://www.regulations.gov">http://www.regulations.gov</a> and search by the docket number, which is FNS-2011-0019, or you may type in the name of the rule "Nutrition Standards for All Foods Sold in School".



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# USDA Nondiscrimination Statement (Spanish Translation)

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