****Fresh Fruit and Vegetable Program Production Record

| **DATE** | **FRUIT/VEGETABLE ITEM** | **SERVING SIZE** | **NUMBER SERVED** | **LEFTOVERS** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
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**Additional Comments (nutrition education provided, events, feedback, projects involving the FFVP, etc.):**

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,

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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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:**
U.S. Department of Agriculture
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](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmailto%3Aprogram.intake%40usda.gov%2F&data=05%7C01%7C%7C0c78553776a94fdf559d08da32841787%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637877840448353213%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=oDkok8Sj4SMLV6Ez99jHb1S0E6GB37AdQ%2FK1ZcvbhIY%3D&reserved=0)

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