

METRIC

A-A-20317B

April 22, 2022

SUPERSEDING

A-A-20317A

May 4, 2001

COMMERCIAL ITEM DESCRIPTION

CANNED APPLESAUCE (APPLESAUCE)

The U.S. Department of Agriculture (USDA) has authorized the use of this Commercial Item Description (CID).

1. SCOPE. This CID covers canned applesauce (applesauce), packed in commercially acceptable containers, suitable for use by Federal, State, local governments, and other interested parties. **Please note: This document does not guarantee purchase of this item by USDA.**¹

2. PURCHASER NOTES.

2.1 Purchasers *must specify* the following:

- Type(s), flavor(s), sweetness(es), texture(s), nutritional content claim(s), container size(s), and agricultural practice(s) (Sec. 3).
- When compliance with analytical requirements must be verified (Sec. 7.2).
- Manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

2.2 Purchasers *may specify* the following:

- Food Defense (Sec. 10.1) and Manufacturer's Quality Assurance (Sec. 10.2). Purchaser may specify one of the following combinations: Sec. 10.1.1 with 10.2.1 or 10.1.2 with 10.2.2.
- Packaging requirements other than commercial (Sec. 11).

3. CLASSIFICATION. The applesauce must conform to the following list which must be specified in the solicitation, contract, or purchase order.

¹ USDA purchase specifications are available at: <https://www.ams.usda.gov/selling-food/product-specs>.

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Types, flavors, sweetness, textures, nutritional content claims, container sizes, and agricultural practices of applesauce.²

Type I - Unflavored applesauce

Type II - Applesauce with added flavoring or spices

- Flavor A** - Apple
- Flavor B** - Apricot
- Flavor C** - Banana
- Flavor D** - Banana and pear
- Flavor E** - Blueberry
- Flavor F** - Blueberry and carrot
- Flavor G** - Blueberry and pomegranate
- Flavor H** - Carrot and mango
- Flavor I** - Cherry
- Flavor J** - Cinnamon
- Flavor K** - Cranberry
- Flavor L** - Granny smith
- Flavor M** - Mango
- Flavor N** - Mango and peach
- Flavor O** - Mixed berries (with multiple berry varieties)
- Flavor P** - Orange and mango
- Flavor Q** - Peach
- Flavor R** - Pear
- Flavor S** - Pomegranate
- Flavor T** - Raspberry (with blue coloring)
- Flavor U** - Red raspberry
- Flavor V** - Strawberry
- Flavor W** - Strawberry and banana
- Flavor X** - Strawberry and beet
- Flavor Y** - Strawberry and peach
- Flavor Z** - Strawberry and kiwi
- Flavor AA** - Tropical blend (with pineapple juice, passion fruit juice, and pineapple)
- Flavor BB** - Watermelon
- Flavor CC** - Other (*as specified by the purchaser*)

Sweetness 1 - Unsweetened or no sugar added (21 Code of Federal Regulations (CFR) §101.60(c)(2))

Sweetness 2 - Sweetened (with sugars and/or other nutritive sweeteners such as honey)

² Not all options are available from every manufacturer. Check with the manufacturer/distributor for availability.

Texture a - Smooth

Texture b - Chunky

Nutritional content claim (a) - Reduced sugar (nutritive and nonnutritive sweetened) (21 CFR §§101.60(c)(5) and 130.10)

Nutritional content claim (b) - High³ (21 CFR §101.54(b))

Nutritional content claim (c) - Fiber (21 CFR §101.54(d))

Nutritional content claim (d) - Fortified (21 §CFR 101.54(e)(1))

Nutritional content claim (e) - Antioxidants (21 CFR §101.54(g))

Nutritional content claim (f) - Other (*as specified by the purchaser*)

Container size (i) - 113 grams (g) (4 ounces (oz)) plastic cups

Container size (ii) - 680 g (24 oz) glass or plastic container

Container size (iii) - 709 g (25 oz) glass or plastic container

Container size (iv) - 1.30 - 1.36 kilograms (kg) (46 - 48 oz) glass or plastic container

Container size (v) - 3.06 kg (108 oz) No. 10 can

Container size (vi) - 91 g (3.2 oz) pouch

Container size (vii) - 439 g (15.5 oz) No. 300 can

Container size (viii) - 652 g (23 oz) glass or plastic container

Container size (ix) - 1.30 kg (46 oz) glass or plastic container

Container size (x) - 1.81 kg (64 oz) glass or plastic container

Container size (xi) - 2.95 kg (104 oz) glass or plastic container

Container size (xii) - Other (*as specified by the purchaser*)

Agricultural practice (aa) - Conventional

Agricultural practice (bb) - Organic

4. MANUFACTURER'S/DISTRIBUTOR'S NOTES. Manufacturer's/distributor's products must meet the requirements of the:

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements: *as specified by the purchaser* (Sec. 7).
- Manufacturer's/distributor's product assurance (Sec. 8).
- Regulatory requirements (Sec. 9).
- Quality assurance provisions: *as specified by the purchaser* (Sec. 10).
- Packaging requirements other than commercial: *as specified by the purchaser* (Sec. 11).

³ See Section 6.2.2

5. PROCESSING GUIDELINES.

5.1 Processing. The applesauce must be processed in accordance with *Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) and the processing methods prescribed in 21 CFR §145.110 for canned applesauce.

5.2 Food defense. The applesauce must be processed and transported in accordance with *Mitigation Strategies to Protect Food Against Intentional Adulteration* (21 CFR Part 121). This regulation identifies the kinds of preventive measures food manufacturers, processors, or handlers may take to minimize the risk that food under their control will be subject to tampering or other malicious, criminal, or terrorist actions. The implementation of enhanced food defense preventive measures provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials, other ingredients, and post-production finished product.

5.3 Organic ingredients. When organic applesauce is specified in the solicitation, contract, or purchase order, the applesauce must be produced, handled, and labeled in accordance with the USDA organic regulations by an operation that is certified organic in accordance with the requirements of the National Organic Program (7 CFR Part 205). A Certificate of Organic Production or Handling must be provided to verify that the product was processed and handled in accordance with the USDA organic regulations.

6. SALIENT CHARACTERISTICS.

6.1 Definitions.

6.1.1 No sugar added or unsweetened. Food contains no added sugars during processing and must meet the conditions of use in accordance with 21 CFR §101.60(c)(2).

6.1.2 Type I, Unflavored applesauce. Unflavored applesauce consists of permitted additives as listed in 21 CFR §145.110, excluding the addition of flavoring or spices for the purpose of imparting flavor.

6.1.3 Type II, Applesauce with added flavoring or spices. Applesauce with added flavoring or spices has flavor derived substantially from an added flavoring ingredient derived from natural sources and/or artificial flavoring or added spice or spices.

6.2 Labeling. All ingredients must be declared by their common or usual name in descending order of predominance by weight (21 CFR §101.4) unless exempted by 21 CFR §101.100.

6.2.1 Reduced sugar. Food contains at least 25 percent less sugars per reference amounts customarily consumed (RACC)⁴ than an appropriate reference product (21 CFR §101.60(c)(5)). Applesauce sweetened with nonnutritive sweeteners must comply with 21 CFR §130.10.

6.2.2 High. The term “high” may be used on the label provided the food contains 20 percent or more of the recommended daily intake (RDI) or dietary reference value (DRV) per RACC (21 CFR §101.54(b)).

6.2.3 Fiber. If fiber claims are used in the labeling, the levels of fiber must be in accordance with 21 CFR §101.54(d).

6.2.4 Fortified. The claim “fortified” may be used on the label describe level of protein vitamins, minerals, dietary fiber, potassium provided that the food contains at least 10 percent more of the RDI for vitamins or minerals or of the DRV for protein, dietary fiber, or potassium (expressed as a percent of the Daily Value) per 100 g of food than an appropriate reference food (21 CFR §101.54(e)(1)).

6.2.5 Antioxidant. If antioxidant claims are used in the labeling, the levels of antioxidants must be in accordance with 21 CFR §101.54(g).

6.3 Ingredients.

6.3.1 Apple. The apple ingredient from the fruit of *Malus domestica Borkhausen* must be heated and the bruised apple particles, peel, seed, core material, carpel tissue, and other coarse, hard, or extraneous materials must be removed (21 CFR §145.110).

6.3.2 Canned applesauce. The common name is applesauce. Applesauce is prepared from comminuted (reduced to minute particles or fragments) or chopped apples which are added thereto one or more of optional ingredients such as water, apple juice, salt, any organic acid added for purpose of acidification, nutritive sweeteners, spices, natural and artificial flavoring, erythorbic acid or ascorbic acid, and color additives (21 CFR §145.110).

6.3.3 Additional processing ingredients. The applesauce may also contain other fruit, fruit concentrates, fruit juices, fruit purees, or natural fruit flavors appropriate for the flavor of blend as specified in the solicitation, contract, or purchase order. The applesauce may contain additional ingredients, such as, but not limited to color additives, high fructose corn syrup, corn syrup, sugar, juice, and juice concentrates appropriate for the type as permitted by the FDA (21 CFR §145.110). Applesauce may contain nonnutritive sweeteners such as sucralose, acesulfame potassium, erythritol, and/or stevia extract if a nutrient content claim can be made per 21 CFR §130.10. When used, erythorbic acid or ascorbic acid may be used as an antioxidant

⁴ 21 CFR §101.12, Table 2 - Reference Amounts Customarily Consumed Per Eating Occasion: General Food Supply - 140 g serving sizes for all other fruits, fresh, canned, or frozen category.

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preservative amount not to exceed 150 parts per million (ppm) or ascorbic acid (vitamin C) in a quantity such that total vitamin C in each 113g (4 oz) by weight of finished product amounts to 60 mg (21 CFR §145.110). When used, all additional ingredients must meet the standards specified in the Food Chemicals Codex (FCC) or, in the absence of FCC specification at a minimum, meet the specifications for quality set by the U.S. Pharmacopeia (USP)-National Formulary. The additional ingredients must be approved food additives (21 CFR Part 170) or meet Generally Recognized as Safe (GRAS) requirements (21 CFR Parts 182 and 184) for those uses by Food and Drug Administration (FDA).

6.4 Finished product.

6.4.1 Flavor and aroma. The applesauce must exhibit characteristics appropriate for the type and flavor as specified in the solicitation, contract, or purchase order. The applesauce must have good or reasonably natural sugar-acid balance and be free of astringent or bitter flavors and flavors due to overripe apples, oxidation, fermentation, caramelization, ground or musty flavors. Unsweetened applesauce must have a slightly or moderately tart or slightly bland flavor. Sweetened applesauce must have a slightly tart to sweet flavor.

6.4.2 Color. The applesauce must be a color appropriate for the type and flavor specified in the solicitation, contract, or purchase order. The applesauce color must be characteristic of imparted flavor, spices, or coloring, practically uniform, and have no discoloration due to oxidation or scorching.

6.4.3 Consistency and texture. The applesauce must meet the consistency and texture requirements in accordance with the U.S. Standards for Grades of Canned Applesauce⁵. Texture a, smooth applesauce must have a good to reasonably good consistency and the apple particles present must be evenly divided, not lumpy, pasty, or salvy (oily). Texture b, chunky applesauce must have a good to reasonably good consistency and a fairly high to high proportion of apple chunks and fine apple particles present must not seriously affect the appearance or eating quality of the product.

6.4.4 Defects. The applesauce must meet the absence of defects requirements in accordance with the U.S. Standards for Grades of Canned Applesauce⁵. Absence of defects for the applesauce means the degree of freedom from particles of seeds, discolored apple particles, peel, carpel tissue, stamens, and other objectional particles.

6.4.5 Foreign material. The applesauce and other ingredients must be clean, sound, wholesome, and free from foreign material, such as, but not limited to, extraneous plant material, dirt, plastic, insects, insect pieces or rodent or insect infestation.

⁵ U.S. Standards for Grades of Canned Applesauce available at: <https://www.ams.usda.gov/grades-standards/canned-applesauce-grades-and-standards>.

7. ANALYTICAL REQUIREMENTS.

7.1 Analytical requirements. Unless otherwise specified in the solicitation, contract or purchase order, the following analytical requirements for the applesauce must conform to those in Table I:

TABLE I. Analytical requirements

Test	Sweetness	Requirement
Soluble solids content (Brix)	1	Not less than 9.0 degrees Brix at 20°C (68°F)
Soluble solids content (Brix)	2	Not less than 14.5 degrees Brix at 20°C (68°F)
pH	1, 2	3.0 - 4.2
Malic acid	1, 2	0.25 g per 100 g - 0.55 g per 100 g
Ascorbic acid	1, 2	Not more than 150 parts per million (ppm) when used as an antioxidant preservative or 60 mg per 113 g (4 oz) apples

7.2 Analytical verification. Purchaser must specify manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

7.3 USDA verification procedures. When USDA certification (Sec. 10.4) is specified in the solicitation, contract, or purchase order, analytical testing must be performed as follows.

7.3.1 Product verification sampling. When USDA verification of analytical requirements is specified in the solicitation, contract, or purchase order, analytical testing must be performed on subsamples of packages randomly selected from the lot. The number of subsamples must be based on USDA inspection service sampling procedures and plans (7 CFR §52.38). The contents of each will be used to create a composite sample that will be used in the analytical testing.

7.3.2 Analytical testing and reporting. When specified in the solicitation, contract, or purchase order, the analyses must be made in accordance with the following methods from the Association of Official Analytical Collaboration (AOAC) International Official Methods of Analysis (OMA), International Fruit and Vegetable Juice Association (IFU) Methods of Analysis, or as specified in Table II. Any result not conforming to the analytical requirements may be cause for rejection of the lot.

TABLE II. Analytical methods and reporting

Test	Method	Reported as
Soluble solids content (Brix)	AOAC 932.12	Nearest 0.1 degree
pH	AOAC 973.41	Nearest 0.1 value
Malic acid	AOAC 942.15	Nearest 0.1 g per 100 g
Ascorbic acid	AOAC 967.21; IFU method number (No.) 17	Nearest 0.01 mg per g

8. MANUFACTURER’S/DISTRIBUTOR’S PRODUCT ASSURANCE. The manufacturer/distributor must certify that the applesauce provided meets the salient characteristics of this CID, conform to their own specifications, standards, and quality assurance practices, and be the same applesauce offered for sale in the commercial market. The purchaser reserves the right to require proof of conformance.

9. REGULATORY REQUIREMENTS. The delivered applesauce must comply with all applicable Federal, State, and local mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sale of the applesauce in the commercial marketplace. Delivered applesauce must comply with all applicable provisions of the Federal Food, Drug, and Cosmetic (FD&C) Act, the Fair Packaging and Labeling Act, Food Allergen Labeling and Consumer Protection Act (FALCPA), and regulations promulgated thereunder. The allergen statement must be provided in a format which complies with FALCPA for any product which contains wheat, fish, milk, soy, tree nuts, eggs, peanuts, and Crustacean shellfish or those in effect on the date of the solicitation, contract, or purchase order. When the applesauce is used for the Child Nutrition (CN) Programs, the applesauce must comply with all applicable provisions of those programs.

10. QUALITY ASSURANCE PROVISIONS. *Purchaser must specify 10.3 or 10.4. Purchaser may specify one of the following combinations: 10.1.1 with 10.2.1 or 10.1.2 with 10.2.2.*

10.1 Food defense. When required in the solicitation, contract, or purchase order, a Food Defense Systems Survey (FDSS) or audit must be conducted by USDA, AMS, Specialty Crops Program (SCP), Specialty Crops Inspection (SCI) Division. Food defense requirements include a documented and operational food defense plan that provides for the security of a plant’s production processes and includes the storage and transportation of pre-production raw materials and other ingredients and post-production finished product. The plan must address the following areas: (1) food security plan management; (2) outside and inside security of the production and

storage facilities; (3) processing, including all raw material sources; (4) shipping and receiving; (5) storage; (6) water and ice supply; (7) mail handling; (8) personnel security; and (9) transportation, shipping, and receiving.

10.1.1 FDSS. When required in the solicitation, contract, or purchase order, a FDSS must be conducted by USDA, AMS, SCP, SCI Division. The FDSS verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. An AMS FDSS verifies the participating company's adherence to *Mitigation Strategies to Protect Food Against Intentional Adulteration* (21 CFR Part 121).

10.1.2 Food defense section of the Plant Systems Audit (PSA). When required in the solicitation, contract, or purchase order, a food defense audit will be conducted as part of the PSA. The audit will be conducted by USDA, AMS, SCP, SCI Division auditors. This verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. The food defense section of the PSA verifies the participating company's adherence to *Mitigation Strategies to Protect Food Against Intentional Adulteration* (21 CFR Part 121).

10.2 Manufacturer's quality assurance. When required in the solicitation, contract, or purchase order, the product manufacturer will be required to provide evidence, by certificate that the manufacturing plant has undertaken one of the following quality assurance measures within 12 months prior to providing a bid or no later than 10 business days from the date of the awarding of the contract. Failure to provide this documentation within the proper time frame may result in the contract being terminated for cause.

10.2.1 Plant survey. A plant survey conducted by USDA, AMS is required within 12 months prior to the date of the awarding of the contract. The plant survey audit verifies that, at the time of the survey, the manufacturer produces products in a clean, sanitary environment in accordance with *Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117).

10.2.2 PSA. A PSA conducted by USDA, AMS is required within 12 months prior to the date of the awarding of the contract. The PSA verifies the manufacturer's capability to produce products in a clean, sanitary environment in accordance with *Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) and verifies that the manufacturer has in place an internal quality assurance program that meets or exceeds USDA requirements.

10.3 Manufacturer's/distributor's certification. When required in the solicitation, contract, or purchase order, the manufacturer/distributor must certify that the applesauce delivered meets or exceeds the requirements of this CID. The manufacturer/distributor must certify via a

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Certificate of Conformance or other adequate documentation (*as specified by the purchaser*) that the applesauce meets analytical requirements specified in Sec. 7 of this CID.

10.4 USDA certification. When required in the solicitation, contract, or purchase order that product quality and acceptability or both be determined, the USDA, AMS SCP, SCI Division inspectors, must be the certifying program. SCI Division inspectors must certify the quality and acceptability of the applesauce in accordance with SCI Division procedures, which include selecting random samples of the applesauce, evaluating the samples for conformance with the salient characteristics and analytical requirements of this CID and other contractual requirements, and documenting the findings on official SCI Division score sheets and/or certificates. In addition, when required in the solicitation, contract, or purchase order, SCI Division inspectors will examine the applesauce for conformance to the *Standards for Condition of Food Containers* (7 CFR Part 42) in effect on the date of the solicitation.

11. PACKAGING. Preservation, packaging, packing, labeling, and case marking must be commercial unless otherwise specified in the solicitation, contract, or purchase order.

12. USDA INSPECTION NOTES. When Sec. 10.4 is specified in the solicitation, contract, or purchase order, USDA certification must include evaluation of the quality and condition of samples of applesauce and compliance with requirements in the following areas:

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements *when specified in the solicitation, contract, or purchase order* (Sec. 7). When USDA analytical testing is specified, SCI Division inspection personnel must select samples and submit them to the USDA, AMS, Science and Technology Program (S&T) laboratory for analysis.
- Packaging requirements (Sec. 11 or *as specified in the solicitation, contract, or purchase order*).

13. REFERENCE NOTES.

13.1 USDA services.

13.1.1 USDA certification. For USDA certification information contact: **National Program Mission Support, SCI Division, SCP, AMS, USDA, via E-mail: SCIinspectionoperations@usda.gov.**

13.1.2 USDA FDSS, plant survey, and PSA. For a USDA FDSS, plant survey, and PSA contact the **Chief, Auditing Services Branch, SCI Division, SCP, AMS, USDA, Room 1566 South Building, STOP 0247, 1400 Independence Avenue, SW, Washington, DC 20250-0247, telephone (202) 720-5021, fax (866) 230-9168, or via E-mail: SCAudits@usda.gov.**

13.1.3 Analytical testing and technical information. For USDA technical information on analytical testing, contact the **Laboratory Approval and Testing Division, S&T, AMS, USDA, STOP 0272, 1400 Independence Avenue, SW, Washington, DC 20250-0272, telephone (202) 690-4089 or via E-mail: LATD@usda.gov**. Samples for specified USDA analytical testing should be sent to the USDA, AMS, S&T laboratory for analysis at: **USDA, AMS, S&T, National Science Laboratory, 801 Summit Crossing Place, Suite B, Gastonia, NC 28054.**

13.2 Sources of documents.

13.2.1 Sources of information for nongovernmental documents are as follows:

Copies of the AOAC International OMA may be obtained from: **AOAC International, 2275 Research Boulevard, Suite 300, Rockville, MD 20850-3250, telephone (301) 924-7077.** Internet address: <http://www.aoac.org> for nonmembers and <http://www.eoma.aoac.org> for members and AOAC OMA subscribers.

Copies of the Food Chemicals Codex and U.S. Pharmacopeia may be purchased from: **United States Pharmacopeia Convention, 12601 Twinbrook Parkway, Rockville, MD 20877, telephone (800) 227-8772 or (301) 881-0666, fax (301) 816-8148 or on the Internet at: <http://www.usp.org>.**

Copies of the Methods of Analysis of the International Fruit and Vegetable Juice Association may be obtained from: **International Fruit & Vegetable Juice Association, 23, Boulevard des Capucines, F 75002 Paris, France, telephone +44 7850 910989 or on the Internet at: <https://ifu-fruitjuice.com/>.**

13.2.2 Sources of information for governmental documents are as follows:

Applicable provisions of the Standards for Condition of Food Containers are contained in 7 CFR Part 42, the National Organic Program are contained in 7 CFR Part 205, the Fair Packaging and Labeling Act are contained in 16 CFR Parts 500 to 503, and the Federal Food, Drug, and Cosmetic Act are contained in 21 CFR Parts 1 to 199. These documents may be purchased from: **Superintendent of Documents, New Orders, P.O. Box 979050, St. Louis, MO 63197-9000. Credit card (Visa, MasterCard, Discover/NOVUS, and American Express) purchases may be made by calling the Superintendent of Documents at (866) 512-1800, (202) 512-1800. These documents may also be obtained free of charge on the Internet at: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.**

Copies of U.S. standards and inspection instructions for fruits, vegetables, and other specialty products may be obtained from: **USDA, AMS, SCP, SCI Division, 100 Riverside Parkway, Suite 101, Fredericksburg, VA 22406, telephone (650) 552-9073, fax (650) 552-9147, or via E-mail: FVSupplyDepot@usda.gov or on the Internet at:**

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<http://www.ams.usda.gov/grades-standards> and <http://www.ams.usda.gov/grades-standards/how-purchase-equipment-and-visual-aids>.

Copies of this CID and the Standards for Condition of Food Containers (7 CFR Part 42) are available from: **Director, SCI Division, SCP, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, DC 20250-0240, via E-mail: CIDS@usda.gov or on the Internet at: <http://www.ams.usda.gov/grades-standards/cids> and <https://www.gpo.gov/fdsys/pkg/CFR-2019-title7-vol2/pdf/CFR-2019-title7-vol2-part42.pdf>.**

CIVIL AGENCY COORDINATING ACTIVITY:

DOJ - BOP
HHS - FDA
USDA - SCP
VA - OSS

PREPARING ACTIVITY:

USDA - SCP

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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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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