*Print on district letterhead*

[Date]

Nyob Zoo [District Name] Cov Yim Neeg,

[District Name] tam tom koom nrog lub USDA Seamless Summer Option (Chaw Muab Khoom Noj Rau Me Nyuam Lub Caij Ntuj Sov) (SSO) thauj lub sij hawm [Add Dates]. Qhov no txhais tias peb lub tsev kawm ntawv tab tom muab cov pluas mov *pab dawb* rau txhua cov tub ntxhais kawm ncua sij hawm no! Tab txawm tias cov khoom noj uas noj dawb tsis nce raws ntawm qhov daim ntawv thov uas tau pom zoo rau noj dawb thiab txo nqi, peb tseem tab tom muab faib thiab lis nws kom [District Name] cov tsev neeg muaj cai rau P-EBT cov kev pab ib yam nkaus li lwm lub tsev kawm ntawv kev pab nyiaj.

[Tailor this paragraph to your operation] Thaum koj tus me nyuam mus koom peb lub tsev kawm ntawv lub khoos kas cov pluas mov zoo rau kev noj qab haus huv thiab qab lawm nws tseem pab txuag tau koj tsev neeg lub sij hawm thiab nyiaj. Thaum noj tshais, yuav muab plaub yam khoom noj rau txhua tus me nyuam los ntawm peb feem xyuam khoom noj (yam ua noob, txiv qaum thiab kua mis) thiab thaum pluas su muab tsib yam feem xyuam khoom noj (yam ua noob, nqaij, txiv qaum, zaub thiab kua mis). Kom tau koj tus me nyuam pluas tshais noj dawb, lawv yuav tsum noj tsawg kawg yog peb yam khoom noj khoom haus, uas yog ½ khob txiv qaum los sis zaub. Kom tau koj tus me nyuam pluas su noj dawb, lawv yuav tsum noj tsawg kawg yog peb yam khoom noj khoom haus, uas yog ½ khob txiv hmab txiv ntoo los sis zaub. Cov pluas noj thib ob, cov khoom noj muas, mis nyuj xwb los sis cov pluas noj uas tsis muaj txhij raws li piav qhia saum no yuav raug tsub nqi rau.

Muaj peb cov ntawv teev qhia pluas noj pluas haus rau peb cov pluas tshais thiab pluas su nrog tsab ntawv no. Muaj peb cov ntawv teev qhia pluas noj pluas haus thiab cov ncauj lus qhia txog kev noj haus tshaj tawm rau ntawm peb lub cheeb tsam tsev kawm ntawv lub vev xaib.

Thov txuas lus rau kuv yog muaj lus nug ntawm [Phone Number] los sis sau email rau kuv ntawm [Email Address].

Saum Npe,

[Your Name]

[Your Title]

[District Name]

**Nqe Lus Teev Tsis Kheev Muaj Kev Ntxub Ntxaug**

Raws li Tsoom Fwv Teb Chaws pej xeem huab hwm cov kev cai thiab U.S. Department of Agriculture (Teb Chaws Asmeskas Tuam Tsev Tswj Xyuas Qoob Loo) (USDA) pej xeem huab hwm cov cai tswj thiab cov cai coj raws, lub koom haum no txwv txiav tsis pub muaj kev ntxub ntxaug vim yog haiv neeg, xim nqaij daim tawv, yug lwm teb chaws tuaj, zeej xeeb (nrog rau kev cim thawj zeej xeeb thiab kev yeem sib deev), kev tsis taus, qib hnub nyoog, los sis kev tsis pom zoo los sis kev tawm tsam txog tes dej num txuam pej xeem huab hwm cov cai hauv ib txoj kev pab twg yav dhau los.

Yuav muaj cov ntaub ntawv qhia txog txoj kev pab sau ua lwm cov hom lus uas tsis   
yog lus Askiv. Cov tib neeg muaj cov kev tsis taus uas tsim nyog muaj lwm hom kev sib txuas lus txog qhov kev pab (xws li siv tes xuas nyeem ntawv, sau ntawv loj, tso suab lus, Neeg Asmeskas Kev Piav Tes, thiab tej yam li ntawd), yuav tau hu rau lub xeev los sis lub koom haum hauv zos uas khiav lis txoj kev pab los sis USDA lub Tsev TARGET ntawm (202) 720-2600 (siab lus thiab TTY) los sis hu rau USDA ntawm Federal Relay Service (Tsoom Fwv Teb Chaws Kev Pab Txuas Lus) ntawm (800) 877-8339.

Xav ua ntawv tsis txaus siab txog kev ntxub ntxaug, teb USDA Program   
Discrimination Complaint Form (USDA Kev Pab Cuam Tsab Ntawv Tsis Txaus   
Siab Txog Kev Ntxub Ntxaug), AD-3027 uas muaj saum huab cua ntawm:   
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, los ntawm USDA txhua lub chaw ua hauj lwm, uas yog kev hu rau (866) 632-9992, los sis kev sau ib tsab ntawv ms rau USDA. Yuav sau tsab ntawv kom muaj tus neeg tsis txaus iab lub npe, chaw nyob, xov tooj thiab cov lus iab liam txog txoj kev ntxub ntxaug kom ntxaws qhia rau tus Assistant Secretary for Civil Rights (Neeg Pab Lis Ntaub Ntawv Lub Chaw Khiav Dej Num Txog Pej Xeem Huab Hwm Cov Cai) (ASCR) txog qhov zwj ceeb thiab hnub muaj kev iab liam txog kev ua txhaum pej xeem huab hwm cov cai. Ua kom tiav tsab ntawv AD-3027 los sis sau kom tiav xa tsab ntawv mus rau USDA ua ntej:

1. **xa ntawv rau:**

U.S. Department of Agriculture (Teb Chaws Asmeskas Tuam Tsev Tswj Xyuas Qoob Loo)

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; los sis

1. **xa ntawv rau tshuab:**

(833) 256-1665 los sis (202) 690-7442; los sis

1. **sau ntawv email rau:**

[program.intake@usda.gov](file:///C:\Users\isaacks\AppData\Local\Temp\Temp1_Hmong%20NDS-2022_H.zip\sau%20ntawv%20rau:%20program.intake@usda.gov)

 Lub chaw no yog ib lub chaw muab kev muaj vaj huam sib luag.