



"We take learning a step farther...."

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)_

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

Contact Information Ingrid Reed, Director
giantstep@centurytel.net

(970) 675-2671

make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)_

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read thorough the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)_

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)_

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar.
www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read thorough the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)_

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read thorough the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read through the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

GIANT STEP PARENT HANDBOOK-July 2018

HISTORY OF GIANT STEP (Scrapbook available 1979 to present)_

The Director of Giant Step and Giant Step Board of Directors welcome you and your children to Giant Step! Giant Step was established in May of 1979 in the recreation hall of the Catholic Church. In 1997 the present building was purchased from the Masons. The community and others continue to help improve the quality of the building and services offered. Giant Step is the only nonprofit licensed child care facility in Rio Blanco County. Tuition, grants and contributions fund the daily operations and maintenance of Giant Step.

GIANT STEP TODAY

Giant Step is a Colorado Shines rated facility, which gives parents/guardians the opportunity to know through written documents by experts in the child care field what a clean, caring, educational and fun child care center is available for their children in Rangely, CO. We have been awarded a Level4 rating from Colorado Shines through Qualistar. www.coloradoshines.com.

STATE LICENSED FACILITY

Giant Step Preschool and Child Care is the only nonprofit child care center in Rio Blanco County licensed by the Colorado Department of Human Services and complies with all the standards put forth by the department.

AGES ACCEPTED AT GIANT STEP

Giant Step provides child care to children ages 2 to 12 years regardless of race, gender, color, national origin, religion, or income level. The child need not be toilet trained.

MISSION STATEMENT

Giant Step will provide a safe, caring and learning environment for children while acknowledging the parent's role in their child's development.

GIANT STEP GOALS

To develop and implement a curriculum that promotes perceptual, psychological, social, linguistic, physical, and intellectual growth.

To provide a safe and supportive environment for children in need of child care regardless of race, color, gender, national origin, religion or income level.

To serve the parents and guardians of our community by providing a safe haven for their children, thus enabling them to work, attend school or accomplish other goals.

The parent handbook is now available in Spanish.

PARENT HANDBOOK will be updated each July. Parents should read thorough the information provided regarding your child while attending Giant Step. Parents are encouraged to give suggestions and volunteer hours.

Interpreter: ~~Should Parents have difficulty speaking and/or understanding English, we will make an effort to find a local Interpreter for enrollment procedures and parent/teacher conferences. (example: Spanish, German, Chinese, French)~~

In the event that a second dominant language will be present in the classroom Giant Step will employ a bilingual caregiver. This policy will only be in effect should there be 7 or more children speaking in ONE other language than English.

USDA NONDISCRIMINATION STATEMENT Last published: 08/26/2015 The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the base of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either a EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means if communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer. Handbook revised: July 24, 2018.