

# Food Distribution Program Direct Ship RA WBSCM Receipting Part III

*Texas Department of  
Agriculture  
USDA Division*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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This product was funded by USDA.  
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Updated 2/28/2024  
[www.SquareMeals.org](http://www.SquareMeals.org)

# Why WBSCM?

- The FDP Module in TX-UNPS does not have an upgrade.
- Since 2010, TDA has used the Web Based Supply Chain Management System (WBSCM) to submit RA orders to USDA.
- USDA owns and regularly upgrades WBSCM, making it the best solution to serve RAs in Texas now and in the future.

# Acknowledgement Statement

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

# WBSCM Transition Page QR Code:

Scan QR Code to visit the  
Food Distribution Program  
WBSCM Transition website



# 01 Course Introduction

Course Outline  
and Objectives



## Introduction

Course Overview and Objectives



## Part III: Canceling Domestic Shipment Receipt

Transaction portal path, completing required fields to cancel receipts.



# WBSCM Receipting: Part III Course Outline

# Course Objectives and Outcomes

**By the end of this course, participants will be able to:**

- Understand WBSCM Receipting Terminology and Acronyms
  
- Understand the process for:
  - Entering Domestic Shipment Receipt (Part I)
  - Modifying Domestic Shipment Receipt (Part II)
  - **Canceling Domestic Shipment Receipt (Part III)**
  
- Identify and understand Status Codes related to Receipts
  
- Review Portal Navigation Help Aids such as Favorites, Help, Full Screen, etc.

# High Level Fulfillment Process



WBSCM only has visibility from Entitlement to **Initial** Delivery Point

# 02 Canceling Domestic Shipment Receipts



## WHEN

- Use this procedure after receipted line items have been submitted *and*
- Line items appear as “Recpt Processed”



## WHY

- All receipt information has been entered incorrectly for a line item
- Reenter Shipment Receipt for cancelled line items

# Log On To WBSCM

The screenshot shows the USDA eAuthentication login interface. At the top left is the USDA logo and 'eAuthentication U.S. DEPARTMENT OF AGRICULTURE'. Navigation links include 'HOME' and 'CREATE ACCOUNT'. A large orange callout box in the upper center contains the text: 'Log in using RA Ship-To Login not Individual User Login to submit receipts.' Below this, there are two main login options: 'Log In with PIV/CAC' and 'Log In with Password'. The 'Log In with Password' form is filled out with 'johnnie.smith@anytownisd.org' for the User ID and 'yourpassword' for the Password. A blue 'Log In with Password' button is at the bottom of the form. Three white callout boxes with arrows point to the form fields: 'Enter eAuth ID' points to the User ID field, 'Enter password' points to the Password field, and 'Hit log in button' points to the Log In button. A white callout box on the left lists eAuth ID formats: '\*eAuth IDs may be: •Email Address, or •Numbers (e.g. 17623), or •Numbers and @ (e.g. 17@6342), or •Letters and Numbers (e.g. SM1974)'. At the bottom of the page are three buttons: 'Create Account', 'Update Account', and 'Find Help'.

**\*eAuth IDs may be:**

- Email Address, *or*
- Numbers (e.g. 17623), *or*
- Numbers and @ (e.g. 17@6342), *or*
- Letters and Numbers (e.g. SM1974)

Log in using RA Ship-To Login not Individual User Login to submit receipts.

Enter eAuth ID

Enter password

Hit log in button

# Check for New Content

USDA United States Department of Agriculture  
Web Based Supply Chain Management

WBSCM

Search [ ] New Session Log off

Welcome: Ms. Sarah Martin  
Organization Name: TX Dept. of Agriculture

Home Admin Reports Help

News and Alerts Inbox

Home > News and Alerts > News and Alerts

## WBSCM Monthly Release 2022R4.1.04 is now LIVE as of April 28, 2022

**What's New?** Several new and updated cloud-based business intelligence analytics reports for USDA to track and perform real-time analysis on sales order data, to get full visibility into all late or missing goods receipts, and to better track consumption against WBSCM entitlement budgets or State allocations for various disaster assistance and entitlement programs. There are also updates to the freight routing process and improved system notifications.

Two open issues from the WBSCM Upgrade are now resolved with this release. **Effective March 14, 2022**, all the core components of WBSCM were upgraded to the current patch levels. **Google Chrome** is now the recommended browser for WBSCM. Review the new [WBSCM Browser Settings and Helpful Tips](#) job aid for Chrome-specific settings and other tips, and the [WBSCM Upgrade Summary](#) job aid for a description of changes after the upgrade, open issues and associated workarounds.

**Interested in all recent changes?** Review the [current WBSCM Release Notes](#).

Select the **Help** tab to visit the **WBSCM Training Home Page** for latest announcements and help resources available to you.

**Need a New WBSCM Account?** - Please visit the [USDA WBSCM](#) page for instructions and tutorials describing the USDA eAuth and WBSCM registration processes. Once you have an established WBSCM log on credentials, begin with reviewing the [WBSCM Portal Navigation Video Tutorial](#) and the [WBSCM Portal Navigation Job Aid](#).

To execute reports in WBSCM, review the [Working with Standard WBSCM Reports](#) job aid that provides instructions on how to work with WBSCM screen components, navigate transactions, advance search options, and work with outputs such as reports and export files. The [Working with BI Cloud WBSCM Reports](#) job aid provides comprehensive instructions on how to navigate, customize layouts, and conduct transaction-level reporting and analytics using BI cloud reports.

Stay tuned to regular updates from the **WBSCM Communications mailbox** to be fully informed. Contact the WBSCM Service Desk at [WBSCM.servicedesk@caci.com](mailto:WBSCM.servicedesk@caci.com) or call 877-WBSCM-4U or 877-927-2648 with any questions.

[Back to top](#)

### Forum Home

Search All Forums:

Forum / Category	Views	Threads / Messages	Last Post
• <a href="#">WBSCM News and Announcements</a>	84,296	54 / 54	Apr 29, 2022 7:55 AM Last Post By: <a href="#">Malvala, Pravee...</a>
• <a href="#">FNS News and Announcements</a>	10,730	4 / 4	Oct 6, 2021 1:14 PM Last Post By: <a href="#">Ziegler, Danielle</a>
• <a href="#">FNS News and Announcements (SDA)</a>	4,556	6 / 6	Oct 6, 2021 1:16 PM Last Post By: <a href="#">Ziegler, Danielle</a>
• <a href="#">Full Truck Load and Transfer Requests</a>	49,242	11 / 31	Apr 28, 2022 9:23 AM Last Post By: <a href="#">Cameron, Deborah</a>
• <a href="#">USDA Holds and Recalls</a>	13,827	16 / 16	Oct 26, 2017 3:34 PM

Check Forum  
for updates.

# Cancelling Shipment Receipts

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

NTRN

Back Forward History Favorites Personalize

Home **Operations** Help

Order Processing

Operations > Order Processing

Processing  
File Uploads/Downloads  
Shipment Receipts

No content available for this navigation node

**Use this procedure to cancel a recently entered shipment receipt for:**

- Purchase Order
- Sales Order

# Cancelling Shipment Receipts

Back Forward History Favorites Personalize

Home Operations Admin Reports Help

Order Processing

- ▶ Processing
- ▶ File Uploads/Downloads
- ▶ **Shipment Receipts**

Operations > Order Processing

No content available for this navigation node

**Click on Shipment Receipts**

**The shipment receipt (or Goods Receipt) confirms delivery of WBSCM requisitions to the initial warehouse destination**

# Shipment Receipt Screen

Back Forward History Favorites Personalize

Home Operations Admin Reports

Order Processing

- Processing
- File Uploads/Downloads
- Shipment Receipts**

Operations > Order Processing

No content available for this navigation node

**If receipt entered on an incorrect line item, cancel so item can be re-entered.**

# Enter Shipment Receipt Screen

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Welcome to Enter Shipment Receipt

All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY.

### Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders

\* Order Number:  Search

### Prerequisites

- A PO line item must exist in WBSCM.
- Shipment receipt has been entered in WBSCM.

Enter PO, SO, or Requisition #. Hit Search

# Cancelling Shipment Receipts

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Welcome to Enter Shipment Receipt

All required fields are marked with a red asterisk (\*). Dates are formatted

### Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders. To search for an open order

\* Order Number:

Search

### Cannot cancel shipment receipt if:

- Shipment receipt was entered against a PO line item with ASN.
- ASN was created after the shipment receipt was entered.

Enter Order Number  
And Hit Search

# Cancelling Shipment Receipts

Back to Summary | Back to Search

**Receipt Header**

Order Number: 4100007682

Signed By:

Comments:

Receipt All

View: \* eINV\_VIEW

Select	Further Actions	Receipt	ASN Number	Signed by	BOL #
<input type="checkbox"/>	<input type="checkbox"/>	Recpt	6100030997	SN1	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320444	SN2	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320445	SN3	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320446	SD1	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320447		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320451		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320452		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320453		

- Confirm ASN Number and BOL # fields are blank for line item to be selected.
- If fields are not blank, line item cannot be cancelled.
- If necessary, use Scrollbar arrow to view the BOL # field.

# Cancelling Shipment Receipts

Receipt All

View: \* eINV\_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320442	100	4100007682	1	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997	SN1	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320444	100		2	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998	SN2	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320445	100		3	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030995	SN3	R1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000320446	100		4	100010	CHEESE NATURAL AMER FBD BARREL-500 LB		SD1	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320447	100		5	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320451	100		6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN									
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN									
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN									
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN									

Submit Receipt Modify Receipt

- Click the Check box in the Further Actions column next to line item to be cancelled.
- In this example, line item 4 was selected.

# Cancelling Shipment Receipts

Receipt All

View: \* eINV\_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #	
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320442	100	4100007682	1	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997	SN1	R1	
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320444	100		2	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998	SN2	R1	
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320445	100		3	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030995	SN3	R1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000320446	100		4	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			SD1	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320447	100		5	100010	CHEESE NATURAL AMER FBD BARREL-500 LB				
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320451	100		6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB				
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320452	100		7	100010	CHEESE NATURAL AMER FBD BARREL-500 LB				
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320453	100		8	100010	CHEESE NATURAL AMER FBD BARREL-500 LB				
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320454	100		9	100010	CHEESE NATURAL AMER FBD BARREL-500 LB				
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320455	100		10	100010	CHEESE NATURAL AMER FBD BARREL-500 LB				

Submit Receipt  Modify Receipt  Cancel Receipt

**Click Cancel Receipt**

# Cancelling Shipment Receipts

## User will receive an error when:

- ASN exists (BOL # field is populated) for one or more selected line item(s).
- User must deselect each line item with ASN to cancel remaining lines.
- No line items are selected.

Receipt All

View: \*eINV\_VIEW

Select	Further Actions	ASN Number ▲	Signed by	BOL #
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB 6100030997	SN1	R1
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB 6100030998	SN2	R1
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB 6100030995	SN3	R1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	REL-500 LB	SD1	
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB		
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB		
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB		
<input type="checkbox"/>	<input type="checkbox"/>	REL-500 LB		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN 5000320454		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN 5000320455		
		9 100010 CHEESE NATURAL AMER FBD BARREL-500 LB		
		10 100010 CHEESE NATURAL AMER FBD BARREL-500 LB		

Submit Receipt Modify Receipt Cancel Receipt

Click Cancel Receipt

# Cancelling Shipment Receipts

Signed By:  Date Received:

Comments:

View: \* eINV\_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320442	100
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320444	100
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000320445	100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000320446	100
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320447	100
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320451	100
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320452	100
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320453	100
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320454	100
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000320455	100

## Goods Receipt Cancellation Process

You are requesting cancellation of one or more lines. Do you want to proceed?

**Click Yes button on the *Good Receipt Cancellation Process* Pop-Up Screen to cancel line item.**

# Cancelling Shipment Receipts Complete

Goods Receipt cancelled successfully

*"Goods Receipt cancelled successfully" message is generated.*

## Associated Order Summary

[Back to Search](#)

View:  ▼



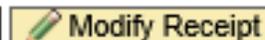
Sales Document	Associated Document Type	Associated Document	
5000205109	Purchase Order	<a href="#">4100005926</a>	≡

# Cancelling Shipment Receipts Complete

View: \* eINV\_VIEW

Select	Further Actions	Receipt Status	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	1	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997	SN1	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	2	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998	SN2	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	3	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030995	SN3	R1
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	4	100010	CHEESE NATURAL AMER FBD BARREL-500 LB		SD1	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	7	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	8	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	9	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	10	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			

Status for line item(s) updated  
from *Recpt Processed* to *Missing ASN*.

 Submit Receipt  Modify Receipt

# Cancelling Shipment Receipts Complete

Goods Receipt cancelled successfully

View: \* eINV\_VIEW

Select	Further Actions	Receipt Status	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed				6100030997	SN1	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed				6100030998	SN2	R1
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed				6100030995	SN3	R1
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN					SD1	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN						
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	7	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	8	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	9	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	10	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			

Submit Receipt  Modify Receipt

**Once shipment receipt is cancelled, line item is available to enter correct shipment receipt.**

# KNOWLEDGE CHECK



# WBSCM Receipting Knowledge Check

## Question:

When would cancelling a shipment receipt be appropriate?

- A. When an incorrect amount was entered for Good Qty (in Lbs).
- B. When an incorrect amount was entered for Good Qty in CS.
- C. When the receipt was entered on the incorrect line item.
- D. None of the above.

**A**

**B**

**C**

**D**

# Knowledge Check:

Scan QR Code or visit the  
Link below to access  
the Knowledge Check



<https://bit.ly/46LnHT9>



# WBSCM Receiving Knowledge Check

A

A. When an incorrect amount was entered for Good Qty (in Lbs).

When an incorrect amount was entered for Good Qty (in Lbs), the receipt should be **modified** to reflect the amount accurately, it should not be cancelled.

# WBSCM Receiving Knowledge Check

A

A. When an incorrect amount was entered for Good Qty (in Lbs).

When an incorrect amount was entered for Good Qty (in Lbs), the receipt should be modified. If the amount accurately, it should not be cancelled.

# WBSCM Receiving Knowledge Check

**B**

B. When an incorrect amount was entered for Good Qty in CS.

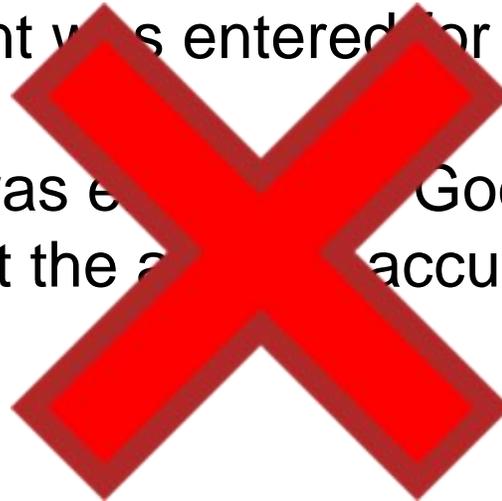
When an incorrect amount was entered for Good Qty in CS, the receipt should be **modified** to reflect the amount accurately, it should not be cancelled.

# WBSCM Receiving Knowledge Check

**B**

B. When an incorrect amount was entered for Good Qty in CS.

When an incorrect amount was entered for Good Qty in CS, the receipt should be **modified** to reflect the actual amount. If it is not accurate, it should not be cancelled.



# WBSCM Receiving Knowledge Check

C

C. When the receipt was entered on the incorrect line item.

Cancelling a receipt **would be appropriate** when data was entered on the incorrect line item.

# WBSCM Receiving Knowledge Check

34

C

C. When the receipt was entered on the incorrect line item.

Cancelling a receipt would be appropriate when data was entered on the incorrect line item.

# WBSCM Receiving Knowledge Check

**D**

D. None of the above.

The appropriate time to cancel a shipment receipt is answer choice C, when a receipt has been entered on the incorrect line item.

# WBSCM Receipting Knowledge Check

D

D. None of the above.

The appropriate time to cancel a shipping receipt is answer choice C, when a receipt has been entered on the system for the item.

# Questions?



# For WBSCM Assistance

See Contact Information Section on WBSCM Transition Page



# Lab Time:



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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](mailto:program.intake@usda.gov)

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Food and Nutrition Division  
Food Distribution Program

# Contact Us



<https://squaremeals.org/Programs/FDPWBSCMTransitionProject.aspx>



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