SHIPPENSBURG HEAD START

& PRE-K COUNTS

on

Head Start Program

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May/June 2024

News To Know...

Looking for Updates? Please remember to follow us:



Important DATES:

WIC at SU Head Start March 19

Family Fun Night

April 10 - Shippensburg April 16 - Carlisle

Policy Council: March 21 April 18

NO CLASS March 15 March 28 March 29 April 1-5 (Make up dates to be announced) April 26

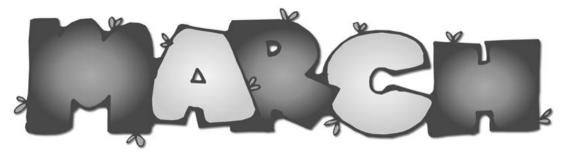
April 29

WHEN YOU DON'T KNOW WHERE TO TURN, CALL <u>211</u> RESOURCE HELPLINE











Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 Home Base Soc. 10- 12:30	8	9
10	11	12 EHS 1&2 Soc. 10-12	13 EHS 3&4 Soc. 10-12	14 Home Base Soc. 10- 12:30	15 No School	16
17 St. Patrick`s Pay	18	19 WIC at SU Head Start	20	21 Policy Council 10am Home Base Soc. 10- 12:30	22	23
24	25	26 EHS 1&2 Soc. 10-12	27 EHS 3&4 Soc. 10-12	28 No School	29 Program Closed	30
31						

	~	Ac	Pa	il	t	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SPRING BREAK Program Closed	2 SPRING BREAK	3 SPRING BREAK	4 SPRING BREAK Home Base Soc. 10- 12:30	5 SPRING BREAK	6
		"Make –up dates vary for each classroom and will be announced soon."				
7	8	9 EHS 1&2 Soc. 10-12	10 EHS 3&4 Soc. 10-12 Family Fun Night - Ship	11 Home Base Soc. 10-12:30	12	13
14	15	16 Family Fun Night - Carlisle	17	18 Policy Council 10am Home Base Soc. 10-12:30	19	20
21	22	23 EHS 1&2 Soc. 10-12	24 EHS 3&4 Soc. 10-12	25	26 No School	27
28	29 No School	30				

From the Education

Learning about numbers is a preschooler's first step toward becoming a budding young mathematician. And in preschool, math learning is all about counting, number recognition, and one-to-one correspondence. If a child doesn't ace these seemingly simple skills in a timely manner, don't fret: even math whizzes need time to blossom. But with age appropriate techniques, helping your child to master these math milestones

will be as easy as 1, 2, 3!

Counting is the ability to recite **9** numbers in order.

How to practice it:

 Recite nursery rhymes and sing songs that include counting such as: One, Two, Buckle My Shoe, There Were Ten in the Bed, This Old Man, Five Little Ducks



and The Ants Go Marching One by One. This will give your child an opportunity to practice counting in a fun and playful manner. You can find free song lyrics and listen to melodies at <u>www.kididdles.com</u>.

- Find counting books at the library. You will want to be sure to check out a few of these classics and find your favorites: Over in the Meadow by Ezra Jack Keats, Count by Denise Fleming, Five Little Monkeys (series) by Eileen Christelow, Ten Black Dots by Donald Crews and Anno's Counting Book by Mitsumasa Anno.
- While in the car or waiting in line, have your child count as high as he can go. Have him clap as he says each number name to make the learning kinesthetic. Add a new number each time you practice.

Number Recognition is the ability to visually recognize and name numbers.

How to practice it:

• Point out and name numbers on street signs, houses and buildings while you are out and about. Find numbers around the house on appliances, telephones, remote controls (remove the batteries and let him play), clocks and thermometers.

Manager's Desk

- Give your child a calculator and let him play with the numbers. Ask him to find the number that shows how old he is and show him the number that shows how old you are. Have him type in the numbers 0-10 in order. This learning tool works well when you are waiting in line; keep one in your purse for emergencies!
- Purchase a package or two of magnetic numbers. Allow your child to match up pairs of the same number and put the numbers in order. Take a cookie sheet and numbers in the car for on-the-go learning.

One-to-One Correspondence is the matching up of a verbal or written number with an object. When a child has mastered one-to-one correspondence, he can touch objects as he counts them.

How to practice it:

- Have your child count at mealtime by matching up napkins and spoons, counting plates and cups for each family member or doing a count to be sure there are enough chairs when you have company for dinner.
- Make snack time learning time by writing the numbers 1-12 in the bottom of an egg carton and have your child count the appropriate number of small crackers, cereal or cookies into each section. Keep the egg carton on top of the fridge or pantry for repeated practice.
- Count everything as you go through the day. Count the steps as you go up and down, count the number of times the phone rings before you answer it, the number of toys you put in a bathtub or how many books you read before bedtime. Put stickers on a piece of paper and have your child touch each one as he counts.



For more information or any concerns in reference to your child's educational experience, please contact your home visitor, teacher, or an Education Manager at 717-477-1626.



BUILDING BLOCKS OF POSITIVE PARENTING

Overall Description of the Presentations We'll start off talking about how to lay the foundation for "good behavior" before we move on to handling behavior challenges. Parents are encouraged to attend all four sessions, to get the most out of them! This series of one-hour webinars is presented by child therapists from Campbell Psychological Services.

 Session 1 – Feb. 28th 11:00 AM – 12:00 PM Presenter: Shannon Snyder, LPC Topic: Structure & Routine

- Session 2 March 27th 11:00 AM - 12:00 PM Presenter: Brianna Lightner, LPC & Kayla Kennen Schmidt Topic: Building a Positive Relationship
- Session 3 April 24th 11:00 AM - 12:00 PM Presenter: Allison Hurley Topic: Why is My Child Behaving Badly?
- Session 4 May 22nd
 11:00 AM 12:00 PM
 Presenter: Liz Campbell,
 PhD
 Topic: When
 Consequences are
 Needed



JOIN ZOOM MEETING https://ship.zoom.us/ j/99395790697

Parent Committee Meetings:

The 3rd Parent Committee Meetings will be held in March and April for Early Head Start and Head Start classrooms.

- \Rightarrow EHS 2: Tuesday, March 26th at 10:00 am
- \Rightarrow EHS 3 / 4: Wednesday, March 13th at 10:00 am
- \Rightarrow Ship Head Start: Thursday, April 25th at 1:00 pm
- \Rightarrow Head Start Home Base: Thursday, March 7th at 10:00 am
- \Rightarrow Newville Head Start: Friday, April 19th at 1:00 pm
- \Rightarrow Carlisle Head Start (Hamilton): Wednesday, March 6th at 1:00 pm

Upcoming Parent Engagement Opportunities:

- Campbell Psychological Services Webinar Series See prior page for details on all 4 sessions!
- Financial Literacy Zoom Presentation by Maranatha Ministries
 Date: March 19th, 2024 Time: 4:00 pm 5:30 pm
 See page 18 for more details!
- April & June 2024 Parent Café, in person events. More details to follow!



Keystone Kids Go!

Families Moving Together for Fun and Fitness

Family Newsletter

Go Green

Spring has almost sprung. It won't be long before you can head out into the great outdoors for fun and sun. This month's newsletter features things you and your family can do inside to turn trash into treasure. Think about what you usually throw away. Many things like cans, plastic bottles, cardboard and paper can be remade into new items. Making recycled goods takes less energy and fewer resources than making products from brand new materials.

"Green" Bean Bags

Where did the other sock go? Ever ask yourself that question while doing laundry? Now you can create bean bags from lonely or worn out socks. You will need:

- Old or single socks
- Scissors
- Stuffing (beans, Styrofoam, popcorn, etc.)
- Something to close the end up with (needle and thread, strong glue, duct tape)

Directions:

- 1. Cut off the open end of the sock, leaving 4-5 inches.
- 2. Fill the toe of the sock with stuffing. Make sure to leave enough room to close it off and for the stuffing to be able to move around a little.
- 3. Close up the end with what materials you have.

Note... If you chose to close the sock with a needle and thread or certain types of glue, it is advisable that an adult do it. Another option is to leave the sock alone and simply close the end with a knot.

Use your bean bags in a variety of ways. Not sure what to do? Check out the Move it! section for a fun inside activity.





March

Chant it!

Phonological Awareness is a very important skill children need to become readers. The best way to help children to develop Phonological Awareness is by encouraging them to do something they love... play with words. This month's Chant it! focuses on the rhyming song, *Willoughby Walliby Woo*. You and your family can get creative and make up your own silly song.

Willoughby Walliby Woo

Willoughby walliby wee An elephant sat on me Willoughby walliby woo An elephant sat on you Willoughbly Walliby Wusten An elephant sat on Justin Willoughby Walliby _____ An elephant sat on _____



Move it!

This month's Move It! focuses on an inside tossing activity. All it takes is a little preparation and safety check.

"Green" Bean Bag Toss

You will need:

- Bean bags (refer to the activity on the front page of this newsletter)
- Cardboard box
- Tape or a piece of paper

Note... To involve the children even more, you can give them markers or stickers to decorate the box. You can also cut holes of various sizes in the side of the box.

Directions:

- 1. Find a good place in the house to set up the game, somewhere free from fragile objects and plenty of room.
- 2. Set the box on the floor, either with the opening on the top or the front.
- Place a piece of tape or paper to show the children where to stand. The older the child, the further away from the box.
- 4. Encourage your children to throw the bean bags with the goal of getting them in the box.



To make the bean bag toss box shown above, visit: http://www.make-baby-stuff.com/bean-bag-toss-game.html

For more info on *I am moving I am learning*, visit: <u>http://tinyurl.com/movelearn</u> Check out Choosy Kids and their resources at: <u>www.choosykids.com</u> This publication was developed as part of the KKG! initiative. Visit the KKG! website at: <u>www.panen.org/keystone-kids-go</u>



Keystone Kids Go!

Families Moving Together for Fun and Fitness

Family Newsletter

New Life

The outdoors is finally coming to life. The cold weather has gone, things are starting to get green and it is time to head outside. Outside the ground might be soft from the winter thaw or muddy from the April showers. Not to worry... Think about what you can do on sidewalks, playgrounds or porches. Some favorite items are sidewalk chalk and bubbles. Don't have any bubbles? Check out the bubble "recipe" below using common kitchen items.



Joyful Bubbles

You will need:

- 1. 2 cups dish detergent
- 2. 6 cups water
- 3. ¾ cup Karo syrup (corn syrup)

Directions: Mix everything together and let sit overnight.

Bubble tips:

- 1. If bubbles pop easily or the solution does not work well, add more water.
- 2. Do not shake or stir the bubble mixture.
- 3. Dawn and Joy seem to be the best choices for bubbles.
- 4. Bubbles work great on an overcast day. In addition to this, they love moisture so be sure and try them out after a rain.
- 5. To catch a bubble in your hand, wet it first.



April

Chant it!

This month's Chant it! features a song set to a familiar tune. Your child will learn about shapes and body parts as they go through the words and motions.

Bubbles, Bubbles

(Sung to the tune of Twinkle, Twinkle, Little Star)

Bubbles floating all around, (Pretend to catch bubbles)

Bubbles big and bubbles round. (Make a big circle using your arms)

Bubbles on my toes and nose, (Reach over and touch toes, stand up and touch nose) Blow a bubble... up it goes! (Pretend to blow bubble and move hand upward)

Bubbles floating all around, (Twist and turn body while pretending to catch bubbles) Bubbles falling to the ground. (Sing slowly as you sink to the ground)



Move it!

This month's Move It! focuses on an engaging activity the entire family can do. Your child will work on problem solving and motor skills as they play with the bubbles.

Pop, Goes the Bubble!

Bubble play is fun for children of all ages. Try out this activity using things you already have around the house. Some examples are a slotted spoon, funnel, fly swatter, mason jar lid ring and cookie cutters.

You can also craft a bubble wand of your own using a wire coat hanger. Wire hangers can be bent, by an adult, into a variety of shapes and sizes. Use pliers to straighten the wire. Next, bend a large loop at one end leaving room for a handle. Close the loop end off by wrapping a bit of the end around the handle. Plasticcoated wire hangers work best for this although any stiff, flexible wire will work.

Encourage your child to predict which bubble wands will work best. Which will make the smallest bubble? Which will make the biggest bubble?

Blow bubbles up high and blow them down low. Encourage your child to run and jump to catch the bubbles. You can have them squat down low to pop them. Mix it up so they need to make a variety of moves to get them popped.

For more info on *I am moving I am learning*, visit: <u>http://tinyurl.com/movelearn</u> Check out Choosy Kids and their resources at: <u>www.choosykids.com</u> This publication was developed as part of the KKG! initiative. Visit the KKG! website at: <u>www.panen.org/keystone-kids-go</u>

FREE TAX PREPARATION!

Families (2 or more people) who made \$64,000 or less and individuals who made \$45,000 or less in 2023 may be eligible to receive FREE tax preparation through the Money in Your Pocket (MIYP) program! Review the following information BEFORE arriving at a site.



You MUST bring the following documents to have your taxes prepared:

- · Valid photo ID (driver's license, military ID, etc.) for taxpayer and spouse.
- <u>Original</u> Social Security card or Individual Taxpayer Identification Number (ITIN) for you, your spouse, your children and other dependents included in your tax return.
- Your current Identity Protection PIN number issued by the IRS (if you have one) for each year's taxes that you need prepared.
- Printed copies of all year-end tax forms you have received in the mail. (We cannot use electronic files from phones.)
- If you received health care from the marketplace, bring your form 1095-A. (We cannot prepare your return without it.)

Also bring the following information if it is available:

- · Previous year's federal and state tax returns. (We can only access prior year returns for clients who used MIYP last year.)
- If you wish to have your refund deposited directly into your checking or savings account, bring a blank check or other
 documentation from your bank/credit union that shows your account number and the routing transit number.
- If you expect to claim a credit for child or dependent care, bring the child care provider's address and Employer Identification Number (EIN) or their Social Security number.

For more information on tax prep sites, contact United Way of the Capital Region at 717.724.4077, or e-mail miyp@uwcr.org.

Please do not call sites directly unless a number is listed.

TAX PREPARATION WILL BEGIN ON FEBRUARY 5, 2024 AT THE FOLLOWING SITES:

CUMBERLAND COUNTY

Bosler Memorial Library (5) 158 W. High St., Carlisle Appointment only. Call 211 to schedule. Fridays: noon - 4 p.m.

Employment Skills Center & 29 S. Hanover St., Carlisle No appointment needed. Tuesdays, Thursdays: 5:30-7 p.m.

First Christian Church of Lemoyne . 442 Hummel Ave., Lemoyne Appointment only. Call 211 to schedule. Thursdays: 6-8 p.m. Saturdays: 9 a.m. - noon (Second & fourth Saturdays each month.)

Messiah University 5. Frey Hall, Rm. 150 One University Ave., Mechanicsburg 717.796.1800, ext. 7300 (Info only.) No appointment needed. Mondays: 5:30-7:30 p.m. (Open 2/26 thru 4/15. Closed 3/11 & 4/1.)

New Hope Ministries, Inc. 5. 5228 Trindle Rd., Mechanicsburg No appointment needed. Mondays, Wednesdays: 5:30-8:30 p.m. Penn State Dickinson Law . 150 S. College St., Rm. 104, Carlisle No appointment needed. Wednesdays: 5-8 p.m. (Closed 3/6.)

The Professional & Educational Empowerment Center (PEEC) (-... 219 N. Pitt St., Carlisle No appointment needed. Mondays: 3:30-7:30 p.m. Saturdays: 10 a.m. - 2 p.m. (2/24 only.)

Shippensburg University . Diller Center, 29 E. King St., Shippensburg No appointment needed. Wednesdays: 5-9 p.m. (Closed 3/13.)

Tri County Community Action & 123 N. Enola Dr., 2nd Floor, Enola Appointment only. Call 211 to schedule. Mondays: 9 a.m. - 1 p.m.

DAUPHIN COUNTY

Belco Community Credit Union 449 Eisenhower Blvd., Harrisburg Appointment only. Call 211 to schedule. Wednesdays: 5:30-8 p.m.

Market Square Presbyterian Church 5. 20 S. Second St., Harrisburg No appointment needed. Tuesdays, Thursdays: 9:30 a.m. - 12:30 p.m. Middletown Public Library 5. 20 North Catherine St., Middletown No appointment needed. Mondays, Thursdays: 5-8 p.m.

Tri County Community Action (-20 Clearfield St., Elizabethville Appointment only. Call 211 to schedule. Tuesdays: 9 a.m. - noon

Tri County Community Action & 1514 Deny St., Harrisburg No appointment needed. Tuesdays: 6-8:30 p.m.

Widener Law Commonwealth & Central PA Law Clinic 5. 3605 Vartan Way, Harrisburg Appointment only. Call 211 to schedule. Saturdays: 9 a.m. - noon

PERRY COUNTY

Perry County Literacy Council . 133 South 5th St., Newport Appointment only. Call 717.567.7323 to schedule. Mondays: 5-8 p.m. with other evenings and some Saturdays.

Tri County Community Action &. 8407 Spring Rd., New Bloomfield Appointment only. Call 211 to schedule. Fridays: 10 a.m. - 4 p.m.

LET TRAINED VOLUNTEERS PREPARE YOUR TAXES FOR FREE!

Families (2 or more people) who made \$64,000 or less and individuals who made \$45.000 or less in 2023 may be eligible to receive FREE tax preparation through the Money in Your Pocket (MIYP) program!

- The amount of money you get back depends on the amount you earned.
- To get a refund, you must file a tax return even if you don't owe anything.
- If you did not claim the Earned Income Tax Credit (EITC) in the past but were eligible, you can file an amendment at any time during the year for up to three previous tax years. You may be eligible for money you did not know about!
- Refunds for e-filed returns that will be direct deposited are usually received in 10 days or less.

TOUCH-FREE TAXES FREE Remote Tax Preparation

Touch-Free Taxes is a free tax preparation program which can be done from the comfort of your home by connecting you to a trained volunteer to complete your taxes.

You can start using the Touch-Free Taxes service starting February 5, 2024 by visiting:

www.getyourrefund.org/uwcrpa

For more information, e-mail miyp@uwcr.org or call 717.724.4077.

Touch-Free Taxes is brought to you by the Money in Your Pocket program.

FEDERAL EARNED INCOME TAX CREDIT ELIGIBILITY

If you fit these guidelines, you may be eligible for the Federal Earned Income Tax Credit (EITC).

Children	Single Income	Married (filing jointly)
No children	\$17,640	\$24,210
1 child	\$46,560	\$53,120
2 children	\$52,918	\$59,478
3 or more children	\$56,838	\$63,398

All reasonable accommodations will be provided at no cost to individuals with special needs. For more information about special accommodations, or the availability of interpreters, call the MIYP info line at 717.724.4077, or e-mail mivp@uwcr.org.

MONEY IN YOUR POCKET PARTNERS:

- Belco Community Credit Union
- Bosler Memorial Library
- Central Pennsylvania Food Bank
- Citizens Bank
- Code For America/Get Your Refund
 Penn State Dickinson School of Law
- Dickinson College
- Employment Skills Center
- First Christian Church of Lemoyne
 PNC
- Market Square Presbyterian Church
- Messiah University

- Middletown Public Library
- Midwest Food Bank
- Mifflin-Juniata Human Services
- New Hope Ministries, Inc.
- Penn National Insurance
- Perry County Literacy Council
- The Professional & Educational Empowerment Center

The Money in Your Pocket program is a community collaboration to promote the Earned Income Tax Credit, free tax assistance and financial literacy within the Capital Region. Money in Your Pocket does not tolerate discrimination by its volunteers against anyone

- Shippensburg University
- Tri County Community Action
- Truist Foundation
- · United Way of Carlisle and Cumberland County
- United Way of the Capital Region
- U.S. Department of Treasury, Internal Revenue Service
- Widener University Commonwealth Law School

FUNDED BY:



FIH Truist Foundation

U.S. Department of Treasury, Internal Revenue Service

LEAD AGENCY:



because of age, color, disability, race, reprisal, national origin, English proficiency, religion, sex, sexual orientation or status as a parent. For more information, call 717.724.4077 or visit <u>www.uwcr.org/miyp</u> or <u>www.irs.gov</u>.



Shippensburg Head Start Program Male Involvement Initiative

March/April 2024 Edition

Volunteering

National Responsible Fatherhood Clearinghouse

https://www.fatherhood.gov/for-dads/volunteering

One of the greatest benefits people get from volunteering is the satisfaction of incorporating service into their lives and making a difference in their community and country. Benefits such as pride, satisfaction and accomplishment—are worthwhile reasons to serve.

We all have talents and strengths that we can use to give back. Whether it's a one-day event, like participating in a walk-a-thon together, or a long term commitment, like joining a program like Meals-on-Wheels, volunteering and being involved in the community can be a great way to spend time with your child and teach him/her the importance of helping others.

Research suggests that families who volunteer together have strong ties. Kids involved in community service have higher self-esteem and are less likely to engage in risky behaviors. By volunteering, kids and teens learn what it means to make and keep a commitment. They learn how to be on time for a job, do their best, and be proud of the results. But they also learn that, ultimately, we're all responsible for the well-being of our communities.



National Responsible Fatherhood Clearinghouse

https://www.fatherhood.gov/for-dads/volunteering

TIPS & BEST PRACTICES

Volunteer in your community. Your child will gain a better understanding of the importance of helping others. Check out Volunteer.gov or VolunteerMatch for ideas.

Start your own volunteer project. There are a lot of resources available for families and community groups interested in spearheading a service project. Here are some Federal resources to help you get started.

- United We Serve: Getting Started Toolkits
- Community Renewal: Starting a Clothing Drive Team
- Community Renewal: Supporting a Local Food Bank
- Education: Starting a Book Distribution Team (Book Drive)
- Create Your Own Project!

Make giving and volunteering a habit. Set aside toys and clothing in good condition. Deliver the items to a deserving cause together. Talk about the process and why you care. Find more tips on raising grateful kids on PBS.org.





Our Family Fun Night theme is: Going to the Carnival! Enjoy a night of fun activities, snacks, and prizes! More information to come from your teacher!



WIC IS AT SHIPPENSBURG HEAD START!

Tuesday,

June 18, 2024

How do I apply?

Get started online at www.TapestryOfHealth.org or call

877-743-1372.

9:00 am - 3:00 pm Head Start @ Shippensburg University

54 Spiritual Center Drive Shippensburg, PA 17257

Who is eligible for WIC?

- Pregnant women
- Breastfeeding women, for up to one year postpartum
- Women up to six months postpartum who are not breastfeeding
- Infants and children under 5 years old, including foster children

PA WIC is funded by the USDA. This institution is an equal opportunity provider.

Financial Literacy Workshop

Do you need help learning how to budget and save your money? Come join us and Marantha in Carlisle for a financial literacy workshop that will help you understand the basics to reach your goals!

When: Tuesday, March 19th @ 4pm

FFF

Where: Zoom (Link will be provided closer to the time)



For any questions about the workshop, please contact Rebecca Souders at resouders@ship.edu or at (717) 477-1626 ext. 3558 THUNT

To RSVP, please use the QR code to the left!

Kindergarten Registration for the 2024 – 2025 school year!

South Middleton Area School District – for the child to enter Kindergarten, the child must be 5 years old, by August 1st, 2024.

Registration Link: www.smsd.us/welcome/central_registration

Carlisle Area School District – for the child to enter Kindergarten, the child must be 5 years old by August 31st, 2024.

Registration Link: https://www.carlisleschools.org/student_services/registration/ student_registration_for_the_2024-25_school_year

Big Spring Area School District – for the child to enter Kindergarten, the child must be 5 years old, on or before September 1st, 2024.

Registration Link: https://www.bigspringsd.org/Page/2120

Shippensburg Area School District – for the child to enter Kindergarten, the child must be at least 5 years of age on or before September 1st, 2024.

Registration Link: https://www.shipk12.org/k



Construyendo Para El Futuro

Esta guardería infantil recibe asistencia monetaria del gobierno federal para servir comidas nutritivas a sus niños. ¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa **"Child and Adult Care Food Program"** del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

Llame gratuitamente a USDA al: 1-866-USDA CND (1-866-873-2263) Visite el website de USDA: www.fns.usda.gov/cnd



United States Department of Agriculture Food and Nutrition Service FNS-317-S June 2000 Revised June 2001

USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: 1-866-USDA CND (1-866-873-2263)

Visit USDA's website: www.fns.usda.gov/cnd



United States Department of Agriculture Food and Nutrition Service FNS-317 June 2000 Revised June 2001

USDA Non-Discrimination Statement 2022

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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: <u>https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</u>, 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:

- 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

This institution is an equal opportunity provider.

12/09/2022

USDA Declaración de No Discriminación 2022

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea

en: <u>https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf</u>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo:

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 o (202) 690-7442; o (3) correo electrónico: program.intake@usda.gov

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Shippensburg Head Start Program Shippensburg University 1871 Old Main Drive Box 58 Shippensburg, PA 17257 Phone: 717-477-1626 Fax: 717-477-4021 E-mail: headstart@ship.edu Website: www.ship.edu/headstart or stop in and apply

Cora Grove Spiritual Center, Shippensburg University Shippensburg, Pa. 17257

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