



4415 W. Harrison St., Suite 535 • Hillside, IL 60162 Telephone: (800) 284-5273 • FAX: (708) 236-0872

www.acdkids.org

## **Holiday Note**

If you claim meals/snacks served to day care children on a holiday, you must submit a holiday note of explanation signed by the parents/guardians of attending children with your corresponding month's claim. A separate holiday note form must be submitted to the ACD

office for each holiday claimed.				
Please check the holiday being claimed:				
	☐ New Year's Day (January 1) ☐ Memorial Day ☐ Independence Day		<ul><li>□ Labor Day</li><li>□ Thanksgiving Day</li><li>□ Christmas Day (December 25)</li></ul>	
Provider Name:				
ACD Account Number:				
	Child's Name	<b>Explanation for Care</b>	Parent Signature	Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, 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. This institution is an equal opportunity provider. (11/2015) program.intake@usda.gov. This institution is an equal opportunity provider. (11/2015)