

CIVIL RIGHTS PROCEDURE

A person wishing to file a discrimination complaint related to the School Nutrition Program will be provided a complaint form without attempting to resolve the complaint first. The Child Nutrition staff will provide the USDA Program Discrimination Complaint Form. The form and instructions can also be downloaded from <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>.

This form can be completed verbally, in writing or in person. Complaints may be filed with the school cafeteria manager or directly at the Child Nutrition Office. When completing the form, the person receiving the complaint and transcribing the complaint, if applicable, must be listed on the form.

Any Civil Rights complaints received related to the School Nutrition Program are forwarded to the Texas Department of Agriculture (TDA).

If the form is being sent to the USDA, then it must also be forwarded to TDA. If the person filing the complaint wishes to file the complaint themselves, the Child Nutrition staff will provide these addresses:

TDA - PO Box 12847, Austin, TX 78711-2847

USDA - U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410

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: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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.

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