



## CHILD NUTRITION

### CANUTILLO A Premier District

## Filing a Program Discrimination Complaint as a USDA Customer

USDA prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or a program that receives financial assistance from USDA, you may file a complaint with USDA. OASCR, through the Center for Civil Rights Enforcement, will investigate and resolve complaints of discrimination in programs operated or assisted by USDA.

USDA prohibits discrimination on the bases of race, color, religion, sex, sexual harassment, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on the bases of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

To file a program discrimination complaint, you may obtain a complaint form by sending an email to [CR-Info@USDA.gov](mailto:CR-Info@USDA.gov). You or your authorized representative must sign the complaint form. You are not required to use the complaint form. You may write a letter instead. If you write a letter, it must contain all of the information requested in the form and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint. Employment civil rights complaints will not be accepted through this email address.

Compliance with Title IX is a joint responsibility. The USDA Office of the Assistant Secretary for Civil Rights (OASCR) and the National Institute of Food and Agriculture (NIFA) investigate complaints, conduct compliance reviews, and provide technical assistance and guidance.

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**Street Address:**

7965 Artcraft Rd.  
El Paso, TX 79932

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**Mailing Address:**

P.O. Box 100  
Canutillo, TX 79835

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P: (915) 877-7452  
F: (915) 877-7530  
[canutillo-isd.org](http://canutillo-isd.org)

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

Title IX applies to any recipient of federal funds. Any applicant to, participant in, or employee of, a program receiving federal financial assistance from NIFA has the right to file a Title IX complaint through OASCR if they feel that they have been discriminated against or harassed based on their sex. Please see [USDA DR 4330-002: Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance from USDA](#) as well as the [Title IX Fact Sheet](#) and [Title IX Best Practices from NIFA Land Grant Universities](#).

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.), should contact USDA's TARGET Center at (202) 690-0443 (voice and TDD).

Send your completed complaint form or letter to us by mail, fax, or email.

[USDA Program Discrimination Complaint Form](#) (PDF, 293 KB)

Here are our addresses and fax number:

*Mail*

U.S. Department of Agriculture  
Director, Center for Civil Rights Enforcement  
1400 Independence Avenue, SW  
Washington, DC 20250-9410

**Fax:** (202) 690-7442

**email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)