PASCO SCHOOL DISTRICT – NUTRITION SERVICES PROCEDURE

Civil Rights Regulations

To ensure USDA Civil Rights procedures are understood and followed, Nutrition Services will:

1. Annually provide and complete Civil Rights training for all staff working with CNP participants or applicants.
2. Display "And Justice for All" poster where meals are provided.
3. Use USDA non-discrimination statement on all publications and websites, or use "This institution is an equal opportunity provider" when the full statement is not feasible.
4. Maintain a complaint log on the shared drive. All complaints will be recorded on this document and forwarded to OSPI and USDA. The log provides questions that will be asked.
5. Ensure reasonable accommodation for persons with disabilities.
6. Accommodate students with special dietary needs. School nurses will notify NS of new or updated needs.
7. Utilize district services to provide parent information in applicable languages.
8. Utilize district ethnicity and racial data from annual student registration as needed for reporting in WINS.

Complaint Procedure

1. Complaints of discrimination must be filed within 180 days of the alleged discrimination.
2. Complaints of discrimination should be given to the Chief Nutrition Officer of Child Nutrition Services, Office of Superintendent of Public Instruction. Chief Nutrition Officer will forward to the Food & Nutrition Service, Western Regional Office, San Francisco.
3. Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so.
4. Complaint Form found on password secure shared drive under current year Civil Rights Process and Complaints and example in Kitchen Manual section 12.
5. Complaints of discrimination should contain as much of the following information as possible:
    a. Name, address, email address, and telephone number or other means of containing the complainant.
    b. The specific location and name of the entity providing the benefits.
    c. A description of a specific action that caused the complainant to believe that discrimination was a factor.

d. Basis on which a complainant feels that discrimination occurred (race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation to prior civil rights activity).
e. Names and titles, if known, and addresses of persons who may have knowledge of the discriminatory action.
f. The date(s) of the alleged discriminatory actions occurred or the duration of such action.