

New Caney I.S.D. Child Nutrition Complaints Alleging Discrimination

All Child Nutrition Program complaints, written or verbal, alleging discrimination shall be handled in the following manner:

- Verbal or written complaints shall be accepted by the Child Nutrition Program personnel or any district personnel
- If received by the district personnel, the complaint shall be forwarded to the child Nutrition Department and
- Child Nutrition Program personnel will forward the complaint to district Hearing Official and Child Nutrition Program Division, Texas Department of Agriculture (TDA).

During the complaint review process, if the complaint is one of eligibility, the complainant will continue status of benefits until the complaint has officially been resolved.

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, 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: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> 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: (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: (833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

**New Caney I.S.D. Child Nutrition
Discrimination Complaint Form**

Date of Complaint: _____

Complainant Name: _____

Complainant Address:

City _____ State _____ Zip code _____

Complainant Telephone Number: _____ Home

List other contact information: _____ Cell _____ Work

Name and Address of person(s) or organization you are filing a complaint against:

Please provide details of the incident that occurred and made you feel you had been discriminated against and the dates occurred:

State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

List names, titles and addresses of persons who may have knowledge of the actions described above:

Name: _____

Title: _____

Address: _____

Phone: _____

Complainant Signature: _____ Date: _____

All complaints, written or verbal, shall be accepted by the school district and forwarded to the Food and Nutrition Division, Texas Department of Agriculture.