

**PITTSBURG ISD FOOD SERVICE DEPARTMENT
402 BROACH STREET
PITTSBURG, TEXAS 75686
(903) 856-3387**

CHRIS HACKETT, CHILD NUTRITION DIRECTOR

**PITTSBURG ISD PROCEDURES ON
CIVIL RIGHTS COMPLAINT FORMS**

POLICY: All cafeterias will display the updated nondiscrimination poster in a prominent location for public viewing in the serving area.

PROCEDURES:

- 1. Listen to the parent's complaint or concerns, try to answer any questions and provide them with a discrimination complaint form to be completed. Make sure all contact information of person filing complaint is complete and correct.**
- 2. The completed form will be forwarded to CE Child Nutrition Director.**

The Child Nutrition Director will:

- 1. Mail or Email a scanned copy of the discrimination complaint to the Food and Nutrition Division of The Texas Department of Agriculture**

**Food and Nutrition Division
P. O. Box 12847
Austin, Texas 78711**

squaremeals@texasagriculture.gov

The Child Nutrition Director will make the Superintendent of Schools aware of the complaint.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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.