



Mount Calm Independent School District

"Home of the Panthers"

Mount Calm ISD Child Nutrition Civil Rights Complaint Procedures

Mount Calm ISD provides the Child Nutrition Program benefits to all eligible individuals without discrimination on the bases of age, color, disability, national origin, race, sex (gender), or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. If you feel in any way that you or your child has been discriminated against while participating in the Child Nutrition Program, you may file a complaint by following any one of these procedures.

1. You may file a complaint in writing or verbally at your school campus cafeteria. A discrimination complaint form will be provided. After completing the form, you may give it to the cafeteria manager. The School Nutrition Department will forward the complaint to TDA. OR

2. You may also file a complaint directly with USDA. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> , or any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. OR

3. A complaint may be filed directly with Texas Department of Agriculture at www.squaremeals.org under the "I need to..." tab.

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: 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. This institution is an equal opportunity provider



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Mount Calm ISD Staff Civil Rights Internal Complaint Procedure

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

2. All staff must know how to receive a civil rights complaint.

- If a participant wishes to file a complaint, the manager or unit supervisor will listen to the complaint or concerns, try to answer questions, and provide them with a discrimination complaint form to be completed.
- Participants must be permitted to file verbal complaint if they choose. SN staff will document the claim ensuring they receive all information that is requested on the civil rights complaint form. The SN manager/staff receiving the complaint must print and sign their own name indicating who took the complaint and document how the complaint was made: whether in writing, verbally, or in person.
- If a manager or supervisor is not present, a school nutrition staff member is required to receive the complaint according to these instructions.
- Manager or school nutrition staff will forward the written complaint to the School Nutrition Director.

3. The School Nutrition Director will forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture at:

Food and Nutrition Division

P.O. Box 12847

Austin, TX 78711

4. Texas Department of Agriculture will forward information to USDA.

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: Community Eligibility Provision (CEP)

The *Mount Calm ISD* announced today it will operate the Community Eligibility Program (CEP) under the National School Lunch Program and School Breakfast Program for the 2025-2026 school year. Schools qualifying to operate CEP serve breakfast and lunch to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. This approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals.

For additional information please contact the following person:

Mount Calm ISD
Attention: *Rhonda Williams*
Food Service
P.O. Box 105
Mount Calm TX 76673
Rhonda.williams@mtcalmisd.org

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, audiotope, 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; or (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: Program.Intake@usda.gov. This institution is an equal opportunity provider.

**Comunicado de prensa: Formulario de muestra para solicitud de comidas gratuitas y a precio reducido
Disposición de Elegibilidad Comunitaria (CEP) — Año base**

El *Mount Calm ISD* anunció el día de hoy un cambio en su política para servir comidas a niños atendidos bajo el Programa Nacional de Almuerzos Escolares y el Programa de Desayunos Escolares para el año escolar 2025-2026}. Las escuelas que califican para operar la Disposición de Elegibilidad Comunitaria (CEP) brindan desayuno y almuerzo gratuitos a todos los niños y eliminan la recolección de solicitudes para obtener comidas para estudiantes gratuitas, a precio reducido y pagadas. Este nuevo enfoque reduce los inconvenientes tanto para las familias como para los administradores escolares, y ayuda a garantizar que los estudiantes reciban comidas nutritivas.

Para obtener información adicional, por favor comuníquese con la siguiente persona:

Mount Calm ISD
Attention: *Rhonda Williams*
Food Service
P.O.Box 105
Mount Calm TX 76673
Rhonda.williams@mtcalmisd.org

Para todos los demás programas de asistencia de nutrición del FNS, agencias estatales o locales y sus subreceptores, deben publicar la siguiente Declaración de No Discriminación:

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en:

<https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

- (1) **correo:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 o (202) 690-7442; o
- (3) **correo electrónico:**
program.intake@usda.gov

Esta entidad es un proveedor que brinda igualdad de oportunidades.