



uplifteducation
Child Nutrition

3000 Pegasus Park Drive, Suite 1100, Dallas, TX 75247

(469) 621-8500

CIVIL RIGHTS PROCEDURE

A person wishing to file a discrimination complaint related to the School Nutrition Program will be provided a complaint form without attempting to resolve the complaint first. The Child Nutrition staff will provide the USDA Program Discrimination Complaint Form. The form and instructions can also be downloaded from <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>.

This form can be completed verbally, in writing or in person. Complaints may be filed with the school cafeteria manager or directly at the Child Nutrition Office. When completing the form, the person receiving the complaint and transcribing the complaint, if applicable, must be listed on the form.

Any Civil Rights complaints received related to the School Nutrition Program are forwarded to the Texas Department of Agriculture (TDA).

If the form is being sent to the USDA, then it must also be forwarded to TDA. If the person filing the complaint wishes the file the complaint themselves, the Child Nutrition staff will provide these addresses:

WHERE TO FILE YOUR COMPLAINT: You may submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence, Ave, SW, STOP 9410, Washington, DC 20250-9410;

Fax: 1 (833) 256-1665 or (202) 690-7442; or

E-Mail: program.intake@usda.gov.

You may also visit our website at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>.

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.

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