

The Child Nutrition Programs Procedure for a Discrimination Complaint.

The following guidelines are to be followed should anyone come forward with a discrimination complaint within the Child Nutrition programs at Springlake-Earth ISD.

Any person alleging discrimination based on race, color, national origin, sex, age, or disability, verbal, written, or in person must be accepted by the Child Nutrition personnel and must be forwarded to TDA. A member of the Child Nutrition Program can assist with the process. If the person chooses not to complete the form, the SNP staff assisting the person may take the information verbally and complete the form. All forms filled out by district personnel must then be forwarded to the district Superintendent who will then forward it to TDA.

Complaint forms may be found from the cafeteria manager and from the Administration office. This discrimination form is listed on our website at www.springlake-earth.org, and in our cafeteria.

Complaints may be sent directly to TDA at the following address:

F & N Headquarters
Texas Department of Agriculture, Food and Nutrition
P.O. Box 12847
Austin, TX 78711
FAX: (888) 237-5226

Complaints can also be sent to USDA according to the following instructions:

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 communications for program information (e.g. Braille, large print, audiotope, 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, SE, Washington, D.C. 20250-9410 (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. this institution is an equal opportunity provider.