

Holliday ISD

CHILD NUTRITION CIVIL RIGHTS COMPLAINT PROCESS

COMPLAINTS: Holliday ISD does not tolerate discrimination based upon race, color, national origin, age, sex, or disability.

COMPLAINT PROCESS: Anyone participating in the Holliday ISD child nutrition program, either child or parent of a child who feels they have been discriminated against while in the cafeteria may submit a complaint.

Individuals who believe they were discriminated against should contact the Holliday ISD Cafeteria Manager and/or Campus Principal. They will assist you with completing a complaint form for submission to the Texas Department of Agriculture for review and resolution.

Individuals who believe they were discriminated against retain the right to contact USDA with their complaint by calling 866-632-9992.

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:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program_intake@usda.gov.

This institution is an equal opportunity provider.

Discrimination Complaint Form

1. Your name: _____

2. Your address: _____

3. Your telephone: _____

4. List other ways to contact you: _____

5. Name and address of person(s) or organizations you are filing a complaint against:

6. Tell what happened that made you feel you had been discriminated against and the dates they occurred.

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

8. List names, titles and addresses of persons who may have knowledge of the actions given in number 6 above:

Name	Title	Address
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a.

b.

c.

d.

9. Date: _____

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