

**POLICY FOR HANDLING COMPLAINTS OF DISCRIMINATION
SCHOOL YEAR 2021-2022**

POLICY:

All feeding sites will display the nondiscrimination poster in a prominent location for public viewing in the meal service area(s).

PROCEDURES:

Any person alleging discrimination based on race, color, national origin, sex, age, disability or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA has a right to file a complaint. All complaints, written or verbal, shall be accepted.

Pampa ISD procedure is as follows:

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 Child Nutrition Director will forward the complaint to TDA.

OR

2. Anyone wishing to file a complaint of discrimination may also file their complaint directly to USDA at the address listed below.

Assistance available in English and Spanish. Please call 877-TEX-MEAL (877-839-6325) for help.

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, 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:

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.