

Pioneer Technology & Arts Academy

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PTAA Child Nutrition Department Procedures for Discrimination Complaints

Any person wishing to file a complaint based on alleged discrimination concerning the Child Nutrition Program will be provided a Discrimination Complaint Form.

Any complaint can be made in writing or verbally to the Child Nutrition Department. All discrimination complaints will be accepted by the Child Nutrition Office. The Child Nutrition Office will provide a Discrimination Form to anyone wanting to complete a form.

The Child Nutrition Office will document the complaint if made verbally.

The Director will then forward the complaint to the Texas Department of Agriculture. The Texas Department of Agriculture will then forward the complaint to USDA.

Any Child Nutrition Staff will accept a completed Discrimination Complaint Form and forward that form to the Child Nutrition Director. The Director will forward the complaint to the Texas Department of Agriculture which in turn will then forward the complaint to USDA.

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.