



Civil Rights Discrimination Complaint Form

To file a Civil Rights Discrimination complaint, please complete the following information and mail to the Director of Student Nutrition Services (SNS) located at 701 N First St, Garland TX 75040.

1. Name: _____
2. Address: _____
3. Contact Number: _____
4. Name and address of person(s) or organizations you are filing a complaint against:

5. Describe what happened that made you feel you had been discriminated against.

6. Date the incident occurred: _____
7. Check what basis you feel discrimination exists:
() Race () Color () National Origin () Sex () Age () Disability
8. List the names, titles and addresses of persons who may have knowledge of the actions described in number 5 above.

		Name	Title	Address
a.				
b.				

Signature of person filing the complaint: _____ Date: _____

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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.