



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: _____

Non-Discrimination Statement 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: <https://www.usda.gov/oascr/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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.