



43371 N. Kenworthy Rd., San Tan Valley, AZ 85140 Ph: 480-987-5300

## Civil Rights Complaints Procedure

### Purpose

The purpose of this procedure is to deliver policy and provide direction to ensure compliance with prevention against discrimination in the National School Lunch Program.

### Procedure

All food service employees receive annual training on civil rights compliance. The supervisor for the Food and Nutrition department will provide annual training to all child nutrition staff.

Training will include the required information from the Civil Rights Nation School Lunch power point presentation and the Civil Rights Compliance Training information sheet. A roster from the staff meeting will also be kept on file.

### Process for Complaint

Complaints may be verbal or written (anonymous are also accepted and handled the same) and must include the information requested on the NSLP Civil Rights Complaint of Discrimination form. The complainant has 180 days to file a complaint from the date of the alleged discriminatory action.

- A. When a complaint is received, the child nutrition manager must immediately notify the:
  - School principal
  - Food and Nutrition Department
- B. The Food and Nutrition Department must immediately notify the Arizona Department of Education by submitting the written complaint to the following address:

Arizona Department of Education

1535 W. Jefferson Street, Bin #7

Phoenix, AZ 85007

Tel: (602) 542-8700

Toll Free: (800) 352-4558

Fax: (602) 542-3818

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found at the following site

<https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form>, 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 form, call (866) 632-9992. Submit the completed form or letter to USDA by: (1) mail: USDA, 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](mailto:program.intake@usda.gov).

### Civil Rights Compliance

J.O. Combs Unified School District, state agencies and child nutrition sponsoring agencies shall comply with the requirements of Title VI of the Civil Rights Act of 1964; ADA; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

\*This information was adapted from the procedure set forth by QCUSD #95