

Palermo Union School District
Child Nutrition Programs
Civil Rights Complaint Procedures
SY 25-26

Overview

The Palermo Union School District School Food Authority (SFA) has established these procedures to ensure compliance with civil rights procedures across all sites. The SFA includes either the long or short version of the most current federal nondiscrimination statement in a prominent location on all public documents, media releases, letters to household, publications, and on posters concerning child nutrition program activities. The current USDA Civil Rights statement is:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, 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, audiotope, 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:

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;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Complaint Procedures

The civil rights coordinator for Palermo Union School District is Gary Rogers, Superintendent. Any person alleging discrimination 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 has the right to file a complaint within 180 days of the alleged discriminatory action. Under special circumstances, this time limit may be extended. Program complaints may be filed in English, or in a language other than English. If language assistance or translation services are needed, translators shall be provided by the SFA.

At the SFA level, civil rights complaints received must be forwarded to the State Agency or USDA. The civil rights coordinator should collect/transcribe a report of the complaint onto a [log](#) that includes the following information:

- The name, address, and phone number or other means of contacting the complainant, such as an e-mail address (if not anonymous)
- The specific location and name of the entity delivering benefits
- The nature of the complaint or action that led to the charges being filed
- Whether an allegation is made verbally or in person

To file a program or Civil Rights complaint, please contact the state agency listed below:

Child Nutrition Programs
Civil Rights and Program Complaint Coordinator
California Department of Education
Nutrition Services Division
1430 N Street, Room 4503
Sacramento, CA 95814-5901
Phone: 800-952-5609

If the nature of the complaint alleges discrimination, the Civil Rights Coordinator at the SFA shall collect the following information and forward to USDA:

- The basis on which the complainant feels that discrimination occurred. In order to be considered a discrimination complaint, the complainant must feel discriminated against based on one or more of the protected classes
- The names, titles, and if known, addresses of persons who may have knowledge of the discriminatory action or situation
- The date(s) that the alleged discrimination occurred, or the duration of such action

The USDA will investigate and process complaints alleging discrimination. Forward all allegations of discrimination to the USDA National Office in Washington, D.C.:

USDA, Director, Office of Adjudication
1400 Independence Avenue, Southwest
Washington, D.C. 20250-9410
866-632-9992
Federal Relay Service 800-877-8339 (English)
or 800-845-6136 (Spanish)

Documents shall be retained for three years beyond the closure of the complaint.