

MESA PUBLIC SCHOOLS
FOOD AND NUTRITION DEPARTMENT
CIVIL RIGHTS DISCRIMINATION REPORTING

Any applicant or participant in the National School Breakfast or National School Lunch Program has the right to file a discrimination complaint based on one of the following:

Race	Color
National Origin	Sex
Age	Disability

At the onset of a complaint the complainant must be advised of 100% confidentiality of the alleged complaint and the proceeding process(es). The complainant must be informed of how to file a complaint with the required complaint information:

1. Complainant must file a complaint within 180 days from the act of alleged discrimination
2. The name, address, and telephone number or other means of contacting the person alleging discrimination
3. The location and name of the organization or office that is accused of the discriminatory practices
4. The nature of the incident or action or the aspect of program administration that led the person to allege discrimination
5. The basis for the alleged discrimination (race, color, national origin, sex, age, or disability).

If a person makes a verbal complaint **OR** refuses to place allegation in writing, then the person who the allegations were made to must write up the complaint (using the above information) for the complainant. Once complete, a copy of the complaint must be provided to the complainant and that person should be informed on where to or how to file the complaint with the appropriate authority. Send your copy of the complaint form into the Food and Nutrition office to the attention of the director.

Complaint must be forwarded to the ADE or Civil Rights Division of USDA Food and Nutrition Services. All potential complaints are kept in a Civil Rights Complaint Log with the Civil Rights Complaint.

Filing of the initial alleged complaint can be made to the following four authorities:

School Site Manager

To any site manager

Mesa Public Schools – Food and Nutrition Department

Director of Food and Nutrition

Sabrina Kvavle

143 S. Alma School Rd.

Mesa, Arizona 85210

Phone: 480-472-0909

Email: svkvavle@mpsaz.org

The Arizona Department of Education

1535 West Jefferson Street

Phoenix, Arizona 85007

Phone (local) – 602-542-5393

Outside of AZ –m 1-800-352-4558

The United States Department of Agriculture

USDA Director, Office of Adjudication

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Phone: toll free (866) 632-9992 (voice)

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136

CIVIL RIGHTS DISCRIMINATION COMPLAINT

DATE: _____

NAME OF COMPLAINANT: _____

ADDRESS: _____

PHONE NUMBER: _____

LOCATION AND NAME OF PERSON BEING ACCUSED:

DATE AND DESCRIPTION OF INCIDENT:

BASIS OF ALLEGED DISCRIMINATION (RACE, COLOR, NATIONAL ORIGIN, SEX, AGE OR DISABILITY):

Complainant Signature

Date

Manager Signature

Date

*All complaints must be forwarded to the ADE or Civil Rights Division of the USDA Food and Nutrition Service. Complaints must be filed within 180 days of the act of alleged discrimination.

Filing a Program Discrimination Complaint as a USDA Customer

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.

Person 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 here, 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.