

## Robert Lee ISD Child Nutrition Civil Rights Complaint Procedures

Robert Lee Independent School District provides the Child Nutrition Program benefits to all eligible individuals without discrimination on the bases of race, color, national origin, age, disability, sex (gender identity), religion, reprisal, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. If you feel in any way that your child has been discriminated against while participating in the Child Nutrition Program, including during the serving of meals to him/her, please follow these procedures in voicing your complaint:

1. Please fill out the Discrimination Complaint Form at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)
2. Take your form to the Child Nutrition Director, Samantha Burns or your child's principal. All written or verbal complaints will be accepted by the school district and notification sent to the District Superintendent, and forwarded to the Food and Nutrition Division, Texas Department of Agriculture at:

Texas Department of Agriculture  
Food and Nutrition Division  
P.O. Box 12847  
Austin, Texas 78711  
Fax: 888-203-6593

3. If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter by mail at:  
U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W., Washington, D.C. 20250-9410  
fax (202) 690-7442  
email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)  
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