**Conecuh County Child Nutrition Program**

Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Alabama protected classes) in the U.S. Department of Agriculture (USDA) Child NutritionPrograms

Conecuh County Child Nutrition

**Coordinator Name: Johnny Brock**

**Title: Child Nutrition Director**

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Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex, disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, inwriting, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

 1. Contact the Conecuh County Child Nutrition Program Director.

2. The recipient of the complaint and/or Conecuh County Child Nutrition Program Director must provide the individual with the information necessary to file a complaint and not impede on the individual’s right to file.

3. After explaining the complaint process, the recipient of the complaint and/or Conecuh County Child Nutrition Program Director may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.

4. Document the complaint:

a. Utilize the USDA Program Discrimination complaint form **(**Espanol**)** or make an effort to obtain all of the following information:

• Name, address, and phone number of complainant,

• Specific name and location of entity delivering the benefit or service,

• The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,

• The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.), • The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,

• The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

b. Either the complainant, the receiver of the complaint or the Conecuh County Child Nutrition Program Director, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write the elements of the complaint.

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5. All verbal, written, or anonymous complaints received by the Conecuh County Child Nutrition Program Director must be forwarded to Alabama Department of Education Child Nutrition **within five days** of receiving the complaint.

**Alabama Department of Education**

Mail: ALSDE Child Nutrition

50 North Ripley Street

P.O. Box 302101

Montgomery, Alabama 36104

6. All Civil Rights complaints received must be tracked on a civil rights complaint log. This log should be maintained in a confidential manner and only available to the Conecuh County Child Nutrition Program Director who has a legitimate need to know. A template civil rights complaint log is available on the School Nutrition Team Civil rights webpage.

**USDA Nondiscrimination Statement**

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 (including gender identity and sexual orientation), 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 programinformation (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGETCenter at (202) 720-2600 (voice and TTY) or contact USDA through the Federal RelayService at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a FormAD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

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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 completedAD-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

This institution is an equal opportunity provider.

**Alabama Protected Classes**

Alabama state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry.

Any complaints received alleging civil rights discrimination specifically for the Alabama state protected classes should follow the same procedures above.