Procedure for Handling Discrimination Complaints

**Instructions for Completing Food & Nutrition Complaint Form**

Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness

**NSLP CIVIL RIGHTS COMPLAINT OF DISCRIMINATION**

**KIPP Jacksonville Public Schools**

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint no later than 180 days from the date of the alleged discriminatory action. Complaints should be mailed to:

Florida Department of Agriculture and Consumer Services Food, Nutrition and Wellness

407 S. Calhoun St., (H2) Tallahassee, Florida 32399

**Attn: Civil Rights Compliance Coordinator Complainant** (Person or group that alleges discrimination)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  |  |  |
| Address |  |  |  |  |
| City |  | State |  | ZIP |
| List other ways to contact you: | | |  |  |

**Complaint Against** (Entity delivering program service or benefit)

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Address |  |  |
| City | State | ZIP |

Nature of incident(s) or action(s) that led the complainant to feel discrimination was a factor: **(You may write on the back of this form if you need more space.)**

**Date(s)** during which discriminatory action occurred: If continuing, the duration of such action:

**DISCRIMINATION EXISTS BECAUSE OF:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Race | Color | National Origin | Sex | Age | Disability |

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*Complaint Form Instructions April 2019*

**Person(s) Who May Have Knowledge of the Discriminatory Action:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  | Title |
| Address |  |  |  |
| Name |  |  | Title |
| Address |  |  |  |

**Date Complaint Sent to USDA Regional Director:**

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, religion, sex, gender identity (including gender expression), sexual orientation, 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, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720- 2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) [Discrimination Complaint](https://www.usda.gov/oascr/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: (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](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.