

CHILD NUTRITION CIVIL RIGHTS COMPLAINT PROCEDURES

Lytle Independent School District provides the Child Nutrition Program benefits to all eligible individuals without discrimination on the bases of race, color, national origin, sexual origin, age, disability, sex, gender identify, religion, reprisal, and where applicable, political beliefs, marital status, family or parental status, sexual orientation, or all parts of an individual's income is derived from any public assistance program.

If you feel in any way that your child has been discriminated against while participating in the Child Nutrition Program, including time of service, please follow these procedures in filing your complaint:

1. Please fill out the Discrimination Complaint Form at Lytle ISD Central Office, located at 15437 Cottage St, Lytle TX 78052.
2. Take your form to the Child Nutrition Director, Amie Carrillo (830 709-5100) EXT. 4400 or to your child's principal. All written complaints will be accepted by the school district and forwarded to the Food and Nutrition Division, Texas Department of Agriculture.
3. If you wish to file online complete the USDA Discrimination Complaint Form, AD-3027) found on online at: http://www.ascr.usd.gov/complaint_filing_cust.html. 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.

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 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.

USDA is an equal opportunity provider, employer, and lender.