

## Child Nutrition Civil Rights Complaint Procedures

Carmichaels Area School District provides Child Nutrition Program benefits to all eligible individuals without discrimination on the bases of race, color, national origin, sexual origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of the 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. ( Not all prohibited bases will apply to all programs and/or employment activities)

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 Carmichaels Area School District Central Office, located at 225 North Vine Street, Carmichaels, PA 15320
2. Take your form to the Business Manager, Amy Todd, (724-966-5045) or your child's principal. All written complaints will be accepted by the school district and forwarded to U.S. Department of Agriculture.
3. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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:
  - (a) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (b) Fax: (202) 690-7442; or
  - (c) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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 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.