



Alief Montessori Community School

12013 6th Street, Houston, Texas 77072

281-530-9406 (Phone) 281-530-2233 (Fax)

www.amcsmontessori.org

Policy and Procedures for Handling Discrimination Complaints

Child Nutrition Program

Alief Montessori Community School (AMCS) participates in United States Department of Agriculture (USDA) Food and Nutrition programs. Complaints may be completed if you believe you have been subjected to discrimination in any United States Department of Agriculture (USDA) program or activity and you wish to file a complaint of discrimination. All complaints are forwarded to the Texas Department of Agriculture.

The updated nondiscrimination poster can be found in prominent locations in the school for public viewing.

PROCEDURES:

1. To file a complaint regarding discrimination of any Child Nutrition Programs, please contact the Child Nutrition Manager in person or via email at fbenitez@amcsmontessori.org
2. The Child Nutrition Manager will listen to parent/s complaints or concerns, try to answer questions, and provide the discrimination complaint form to be completed. The completed form will be forwarded to the district Child Nutrition Director.
3. The Child Nutrition Director will:
 - a. Forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture (TDA).
 - b. TDA will forward the information to the USDA.

Complaints may also be filed directly to the TDA or USDA by following the procedures below:

1. Use the link below to file a complaint with Texas Department of Agriculture (TDA) website. The complaint form is provided in a Bilingual format.
<https://squaremeals.org/About/Contact-Food-and-Nutrition>. For assistance with the complaint process, or if you do not have access to an electronic device to submit your complaint, please call us TDA at (833) 862-7499 and someone will assist.
2. Use the link below to file a complaint with USDA Food and Nutrition Service website. The complaint forms are currently in English and Spanish.
<https://www.fns.usda.gov/cr/discrimination-complaint-form>. For assistance with the complaint process, or if they do not have access to an electronic device, please call Toll-free: (866) 632-9992.

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following 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 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

This institution is an equal opportunity provider.

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USDA Declaración de No Discriminación

Para todos los demás programas de asistencia de nutrición del FNS, agencias estatales o locales y sus subreceptores, deben publicar la siguiente Declaración de No Discriminación:

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo:

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 o (202) 690-7442; o

(3) correo electrónico:

program.intake@usda.gov

Esta institución es un proveedor que brinda igualdad de oportunidades.

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