Civil Rights Complaint Procedures for School Nutrition Programs

St. Mary's Catholic School

St. Mary's Catholic School is a sponsor of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Program the National School Lunch Program (NSLP). St. Mary's Catholic School provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by FNS Instruction 113-1. The USDA programs are prohibited from discriminating based on race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

Programs participants who feel they have been discriminated against while participating in the Child Nutrition Program, including during serving of meals, will be instructed to contact ***St. Mary's Catholic School Principal, at 307-638-9268*** for procedures to voice their complaints. All complaints alleging discrimination on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity either written or verbal, must be processed within the established time frames.

Right to File

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under specified circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The Principal will not attempt to resolve the complaint themselves, without first providing the complainant with information on how they can file a complaint.

Forms

The Principal will provide, all persons wishing to file a complaint, instructions on where to obtain the USDA Program Discrimination Complaint Form online or where they can obtain a hard copy. However, use of this form will not be prerequisite for acceptance of the complaint.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) may contact USDA through the USDA's TARGET Center at (202) 720-2600 (Voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339 for assistance in filing a complaint.

Filing a Complaint

The Principal will provide instructions to the complainant on where to forward the completed USDA Program Discrimination Complaint Form by:

- Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or;
- Fax: (833) 256-1665 or (202) 690-7442; or e-mail: program.intake@usda.gov

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Verbal complaints

In the event a complainant wishes to make the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the Principal will write up the elements of the complaint for the complainant utilizing the USDA Program Discrimination Complaint Form.

Acceptance of Written or Verbal Complaints

All complaints received by the Principal, written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OCR) within (5) five calendar days of receipt of the complaint. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information. Complaints will be forwarded to OCR via:

- Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or;
- Fax: (833) 256-1665 or (202) 690-7442; or e-mail: program.intake@usda.gov

St. Mary's Catholic School will:

- Maintain a copy of any correspondence regarding the complaint for at least four years after the date the complaint is closed;
- Make it's employees available to the FNS Civil Rights Director (CRD) to be interviewed as necessary during investigations;
- Provide necessary documents as requested by the FNS CRD or the Wyoming Department of Education (WDE) Nutrition Programs State Director within the timeframes established by FNS guidance;
- Participate in attempts to resolve the complaint.

State Agency Notification

If the FNS Civil Rights Director (CRD) is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify the Wyoming Department of Education (WDE) Nutrition Programs State Director. The Principal will provide information as requested by the WDE during the OCR investigation of the complaint.

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"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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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.

To file a 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, 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; or

(2) fax: (202) 690-7442; or (833) 256-1665

(3) email: program.intake@usda.gov.

"This institution is an equal opportunity provider."