



Civil Rights Complaints Procedure and Form

Policy

United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) delineates the civil rights requirements for participants in Child Nutrition Programs (CNP). The following is required at the local school food authority (SFA) level.

Procedure

Any person alleging discrimination based on race, color, national origin, sex (including gender identity and sexual orientation), age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints within Richmond Public Schools School Nutrition Services should be directed to SNS Director Shannon Ebron, who can be reached via phone at 804-780-8240 or by email at sebron@rvaschools.net. Complaints can be submitted verbally, in writing, or anonymously.

Richmond Public Schools School Nutrition Services will obtain all necessary complaint information and process the complaint within 90 days. The complaint will be forwarded to United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS).

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.

12/09/2022

Complaint Form

Complete form and submit to Shannon Ebron within 180 days of the alleged discriminatory action. Forms can be submitted via email to sebron@rvaschools.net or through US mail to RPS School Nutrition Services, 1461 Commerce Rd, Suite B, Richmond, VA, 23234.

Name:

School:

Address:

Phone:

Email:

1. What happened to you? Please include date, location and any supporting documentation that would help show what happened.
2. Who do you believe discriminated against you? List name(s).
3. Name(s) of witness(es) to alleged prohibited conduct if applicable:
4. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex (including gender identity and sexual orientation), disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. I believe I was discriminated against based on my:
5. How would you like to see this complaint resolved?