



Merit College Preparatory Academy

Kitchen Non-discrimination Complaint Policy

- I. Please address all complaints through the kitchen manager including who is filing the complaint, contact information, when and where the incidence occurred, and person(s) involved in the discrimination.
- II. Kitchen manager will forward all complaints to the School Director and School Board.
- III. Kitchen manager will forward all complaints to the USOE Child Nutrition Programs Office:
 - a. Attn: Utah State Office of Education Child Nutrition Programs
250 East 500 South | PO Box 144200 Salt Lake City, UT | 84114-4200
Monday - Friday | 8 a.m. to 5 p.m. (801) 538 7500
 - b. Email Contacts: <http://schools.utah.gov/cnp/Contact.aspx> CNP Director, NSLP- Coordinator, School Specialist or any department members.
- IV. Additional information regarding the USDA Food and Nutrition Civil Rights is available online at <http://www.fns.usda.gov/civil-rights>.
- V. Once a complaint is received by the USOE, a follow-up will be conducted and information will be reported to the USDA FNS Regional office.

USDA 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, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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.

Kim Loveland, Coordinator-NSLP

Utah State Office of Education Child Nutrition Programs 250 E 500 S PO Box 144200 Salt Lake City UT 84114-4200

801-538-7684 (office) Kimberly.loveland@schools.utah.gov

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