

# **Leary ISD – USDA Nondiscrimination Statement**

Leary School is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition services' (FNS) Child Nutrition Programs, including the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

Leary 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, its agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, age, sex and disability.

Program participants who feel they have been discriminated against while participating in the Child Nutrition Programs, including during the serving of meals, will be instructed to contact, Jennifer Dear, for procedures to voice their complaint. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability, either written or verbal, must be processed within the established time frames. All complaints will be forwarded to TDA.

Note: The CE may initiate resolution of the complaint while waiting for response from TDA, but must maintain documentation of what was done to resolve the complaint.

## **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 special circumstances. The complainant must be advised of confidentiality and Privacy

Act applications. The Superintendent, Jennifer Dear, will not attempt to resolve the complaint, herself, without first providing the complainant with information on how they can file a complaint. The complaint can be filed in person or may be filed directly with TDA or USDA.

## **Forms**

The Superintendent, Jennifer Dear, 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 a prerequisite for acceptance of the complaint.

## **Filing a Complaint**

The Superintendent, Jennifer Dear, will provide instruction to the complainant on where to forward the completed USDA Program Discrimination Complaint Form.

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>

## **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, Superintendent,

Jennifer Dear will write up the elements of the complaint for the complainant utilizing the USDA Program Discrimination Complaint Form.

## **Acceptance of Written or Verbal Complaint**

All complaints received by, Superintendent, Jennifer Dear will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights.

Anonymous complaints will be handled as other complaint to the extent feasible, based on available information