

The non-discrimination statement in its exact language:

English: 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 Texas Department of Agriculture – July 18, 2018 Other Operational Issues 19.12 for program information (e.g. Braille, large print, audiotope, 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](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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Spanish: For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: Los demás programas de asistencia nutricional del FNS, las agencias estatales y locales, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación: De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA. Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas. Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al 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; (2) fax: (202)

690-7442; o (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov). Esta institución es un proveedor que ofrece igualdad de oportunidades.

**When filing a discrimination complaint, include the following:**

- Complaints alleging discrimination with the FNS (Food Nutrition and Service) School Meal may be filled verbally (by phone or in person) or in writing.
- Name, address, phone number, or other ways than be can reach
- The name of the school and address where the alleged discriminatory practices took place.
- Description of the actions or what happened to make you feel you were discriminated against.
- The date or dates of the alleged discrimination.
- The reason, or basis, you think the discrimination took place (for instance your race, color, national origin, age, sex, religion, disability or political beliefs).
- The District will respond to any complaints within two weeks
- The District has the USDA Program Discrimination Complaint Instructions and Forms available.

All civil rights complaints are to be directed to Civil Rights Coordinator:

Contact information:

Don Miles

(972) 808-7470 ext. 107

[Don.miles@novaacademy.org](mailto:Don.miles@novaacademy.org)

The district will forward any complaints alleging discrimination to the Texas Department of Agriculture at (512) 463-7476. It would be suggested to the person to contact the United States Department of Agriculture at (202) 720-5964. At no time will a district representative attempt to resolve the complaint.

The Coordinator will maintain a complaint log to include the following:

- Name, address and telephone number or other means of contacting the complainant (if not anonymous)
- Serving site name and location
- Nature of complaint or action that led to the charges being filed

**Subject: To file a complaint directly with USDA or TDA**

A person alleging discrimination has the right to file their complaint within 180 days of the alleged action.

Information Displaying on “And Justice For All” posters in areas visible and school website

Step 1: 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](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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Step 2: For additional information about what to include in your letter, see How to File a Program Discrimination Complaint, on our Web site. For information on the discrimination complaint process, contact the Office of the Assistant Secretary for Civil Rights, Information Research Service, on (202) 260-1026 or (866) 632-9992 (toll free) or send an email to the Office of the Assistant Secretary for Civil Rights at [CR-INFO@ascr.usda.gov](mailto:CR-INFO@ascr.usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities, may contact us through the Federal Relay Service on (800) 877-8339 or (800) 845-6136 (Spanish).

Step 3: To file a program discrimination complaint, you may obtain a complaint form by sending an email to [SM.OASCR.Info](mailto:SM.OASCR.Info). You or your authorized representative must sign the complaint form. You are not required to use the complaint form. You may write a letter instead.

Mail

U.S. Department of Agriculture

Director, Center for Civil Rights Enforcement

1400 Independence Avenue, SW

Washington, DC 20250-9410

Fax

(202) 690-7442

E-mail

[program.intake@usda.gov](mailto:program.intake@usda.gov)

For help filling out the form, you may call any of these telephone numbers:

(202 260-1026 (Local)

(866) 632-9992 (Toll-free Customer Service)

(800) 877-8339 (Local or Federal relay)

(866) 377-8642 (Relay voice users)

General: Contact USDA

1. Mailing Address:
2. USDA-NASS. 1400 Independence Ave., SW. Washington, DC 20250.
3. Toll-Free Data and Tradeshow Inquiries:
4. Hours: 7:30 a.m. - 4:00 p.m. Eastern Time. (Monday - Friday, except federal holidays) Phone: (800) 727-9540.

Eligible families about the availability and location of free meals for students via the Summer Food Service Program

The SFA receive printed materials to families of school children prior to the end of the school year of free meals for students via the Summer Food Service Program, the SFA will distribute and provide information on the availability and location of meals. This includes fliers, letters to parents, and other materials that may help schools raise program awareness among students and their families of meals for children during the summer months of the availability and location of free meals for students when the regular school year ends.