

Granbury ISD Child Nutrition Civil Rights Compliance Procedures

Under USDA regulations, contracting entities must assure that school nutrition program benefits are made available and provided to all eligible individuals without discrimination on the basis of age, color, disability, national origin, race, or sex (gender).

Public Notification - Communication about Program Availability

Granbury ISD will ensure that participants are provided information about school meal program benefits and services, nondiscrimination policy, and all significant changes in existing requirements that pertain to program eligibility and benefits. Granbury ISD will send a public release to the media and any community/grass roots organizations that includes the letter to parents, application form and the complete income eligibility guidelines prior to the beginning of each school year. Granbury ISD will also send a household meal application to the parents or guardians of each student enrolled who is not predetermined to be eligible. A copy of the current application packet and letters of notification are on file in the Child Nutrition office. The letter to household identifies the Hearing Official as designated in the Policy Statement.

Right to Not Participate

Granbury ISD will protect all students participating in school nutrition programs from discrimination; we also will protect the rights of any student who chooses not to participate. Students are not required to participate in the school nutrition programs. Households are not required to complete a household meal application.

Nondiscrimination Statement

Granbury ISD will include the USDA nondiscrimination statement in its entirety on all forms of communication and printed program information that are sent to or shared with students and student households. This includes, but is not limited to, menus, notifications, letters, and household meal applications.

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 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, 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.

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 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.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Texas Department of Agriculture – December 16, 2015

Nondiscrimination Poster

Granbury ISD will display the USDA nondiscrimination (And Justice for All) poster prominently at each feeding location.

Limited English Proficiency (LEP)

Appropriate language translations for free and reduced price meal applications will be made available as needed.

A translator will be available to assist households in completing the free and reduced price meal application as needed.

Submitting a Complaint

Granbury ISD will ensure that parents or guardians of students, potential participants, and the public are informed on how to submit a complaint. Complaint procedures will be provided in English or the appropriate language to those who have Limited English Proficiency. This will be done through news releases, letters to parents, and household meal application forms.

All school nutrition program complaints alleging discrimination based on race, color, national origin, sex, age, or disability, verbal, written, or in person must be accepted by Granbury ISD school nutrition personnel and must be forwarded to TDA.

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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov

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Granbury ISD procedures to receive complaints alleging discrimination:

The Texas Department of Agriculture Food & Nutrition Complaint Form will be made available to any person wishing to file a complaint of discrimination. The cafeteria manager or the food service director will receive written and verbal complaints. Verbal complaints will be documented, signed and dated by the person receiving the complaint. When possible the complainant will also sign and date the documentation. All TDA complaints will be forwarded to TDA by the Child Nutrition Director or directly from the individual alleging discrimination.

Texas Department of Agriculture Food & Nutrition Complaint Forms are available at each cafeteria and the child nutrition central office for documenting an alleged complaint. The TDA complaint form is located on the SquareMeals website. A person may file complaints directly to TDA or USDA.

Training

Granbury ISD will provide annual civil right training to all district staff members who take any role in household meal applications or interact with program participants, any staff member who collects payments, provides information, processes applications, handles appeals, or any other activity where there is a possibility of discrimination occurring.

Accommodating Disabled Student

Disabled students are provided access to program benefits as prescribed by regulations. Substitutions to the regular meal must be made for children who are unable to eat school meals because of their disabilities when that need is certified by a licensed physician.

A physician's statement is on file if menu substitutions are being made and for reimbursable meals.

Equal Access to Meals for All Students

When a serving site offers a selection of more than one type of meal, more than one item, or different types of milk that are part of the reimbursable meal, the school must offer all students the same choices no matter the eligibility of the student – free, reduced-price, or paid. If all types of meals or selected items, including those receiving free or reduced-price meals are not made available to all students, those meals must not be claimed as reimbursable meals. Offering the same choice of meals includes an alternative reimbursable meal that is served to a student who has insufficient funds over the charge limit.