

## Peoria Unified School District Civil Rights Discrimination Reporting Procedures

Any applicant or participant in the NSLP or SBP has the right to file a discrimination complaint based on one of the following:

1. Race
2. Color
3. National Origin
4. Sex
5. Age
6. Disability

At the onset of a complaint the complainant must be advised of 100% confidentiality of the alleged complaint and the proceeding process(es). The complainant must be informed of "**how to file a complaint**" with the required complaint information:

1. Complainant must file a complaint within 180 days from the act of alleged discrimination
2. The Name, address, and telephone number or other means of contacting the person alleging discrimination
3. The location and name of the organization or office that is accused of the discriminatory practices
4. The nature of the incident or action or the aspect of program administration that led the person to allege discrimination
5. The basis for the alleged discrimination (race, color, national origin, sex, age, or disability)

If a person makes a verbal complaint **OR** refuses to place allegations in writing, then the person who the allegations were made to must write up the complaint (using the above information) for the complainant. Once complete, a copy of the complaint must be provided to the complainant and that person should be informed on where to or how to file the complaint with the appropriate authority.

Complaints must be forwarded to the ADE or Civil Rights Division of USDA Food and Nutrition Service. All potential complaints are kept in a Civil Rights Complaint Log with the Civil Rights Complaint.

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**

Ms. Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health and Nutrition Division  
1535 W Jefferson Avenue, Bin #7  
Phoenix, AZ 85007

**2. Mail**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**3. Fax**

(833) 256-1665 or (202) 690-7442

**4. Email**

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

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).