

Non discrimination Statement

English:

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, audiotape, 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/ad-3027.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.

Spanish:

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339. Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a 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; o
 - (2) fax: (833) 256-1665 o (202) 690-7442; o
 - (3) correo electrónico: program.intake@usda.gov.
- Esta institución es un proveedor que ofrece igualdad de oportunidades.

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TEXAS DEPARTMENT OF AGRICULTURE
Food and Nutrition Division Complaint Form (Complaint Form)

SECTION A

TO FILE A COMPLAINT, COMPLETE THE FOLLOWING:

¹ CONTACT INFORMATION (PERSON FILING COMPLAINT)

<input type="checkbox"/> Check if Anonymous	Complaint Type: CHOOSE AN ITEM.	
First Name	Last Name	Phone and/or E-mail
Mailing Address	City, State, ZIP Code	

² COMPLAINT ABOUT A CONTRACTING ENTITY OR INDIVIDUAL

Name and Address of contracting entity (CE) delivering service or benefit (if applicable) <p style="text-align: center;">Casa Gracia DBA Trinity Charter School: Brenham 4150 Hwy 36 S Brenham, Texas 77833</p>	CE ID (if known) 05288
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If complaint is against an individual, enter the name and contact information	Relationship to CE or individual
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Describe complaint in detail, including date and time incident occurred. Please attach any relevant documentation that supports the complaint or alleged violation

SECTION B

TO LIST PERSON(S) WITH INFORMATION OR KNOWLEDGE ABOUT THE INCIDENT, COMPLETE THE FOLLOWING:

¹ WITNESS INFORMATION

First Name	Last Name	Phone and/or E-mail
Mailing Address	City, State, ZIP Code	

SECTION C

¹ COMPLAINANT SIGNATURE

SIGNATURE NOT AVAILABLE

Signature of Complainant
Complaint received via Email

Date

SECTION D

¹ TDA INTERNAL USE ONLY

ESC REGION CHOOSE AN
ITEM.

F&N REGION CHOOSE AN ITEM.

Complaint Received by

Phone Email Walk-in Fax Mail Service
 Footprint Ticket

IQ Number and/or Footprint
Ticket

F&N Program Section

CACFP SFSP SNP Commodities Employee
 Other:

F&N Receiving Staff

Title

Date

Referred To

Title

Date

COMPLAINTS ALLEGING DISCRIMINATION

Child Nutrition Program Policy

Parents or guardians of students and potential participants can submit a complaint through the Trinity Charter School website or via other accessible avenues, such as verbal or written submissions to school or district personnel. All Child Nutrition Program complaints, written or verbal, alleging discrimination shall be handled in the following manner:

- verbal or written complaints shall be accepted by Child Nutrition Program personnel or any district personnel,
- if received by district personnel, the complaint shall be forwarded to the Child Nutrition Department and
- Child Nutrition Program personnel will forward complaint to District Hearing Official and Child Nutrition Program Division, Texas Department of Agriculture (TDA).

During the complaint review process, if the complaint is one of eligibility, the complainant will continue at current status of benefits until the complaint has been resolved.