

Civil Rights Complaint Procedures for Child Nutrition Programs

Please note that the complainant can file directly with USDA or send the complaint to the State Agency who will forward to USDA.

Helix Network of Educational Choices

This document provides a process for Sponsors to follow for handling civil rights complaints. Sponsors must insert the required information in the blank sections to customize the template with district-specific information.

Helix Network of Educational Choices

is a sponsor of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Programs Nutrition Services, including NSLP, SBP, ASP, FFVP, and SSO.

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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 the Child Nutrition Director at [\(337\) 943-0954](tel:(337) 943-0954) 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.

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 Child Nutrition Director will not attempt to resolve the complaint themselves, without first providing the complainant with information on how they can file a complaint.

Forms

The Child Nutrition Director will provide, all persons wishing to file a complaint, instructions on where to obtain the [USDA Program Discrimination Complaint Form](#).

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However, use of this form will not be a prerequisite for acceptance of the complaint.

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) for assistance in filing a complaint.

Filing a Complaint

The Child Nutrition Director will provide instructions to the complainant on where to forward the completed [USDA Program Discrimination Complaint Form](#) by:

- mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
- ☒ fax: (202) 690-7442; or
- e-mail: program.intake@usda.gov.

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, the Child Nutrition Director will write up the elements of the complaint for the complainant utilizing the [USDA Program Discrimination Complaint Form](#).

Acceptance of Written or Verbal

All complaints received by the Child Nutrition Director, written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OASCR) within 5 calendar days of receipt of the complaint. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information.

Complaints will be forwarded to OASCR via:

- mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
- ☒ fax: (202) 690-7442; or
- e-mail: program.intake@usda.gov.

Helix Network of Educational Choices will:

- maintain a copy of any correspondence regarding the complaint for at least four years after the date the complaint is closed;
- make its employees available to the FNS Civil Rights Director (CRD) to be interviewed as necessary during investigations;
- provide necessary documents as requested by the FNS CRD or the Louisiana

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Department of Education (LDOE) within the timeframes established by FNS guidance;

- participate in attempts to resolve the complaint.

State Agency Notification

If the Child Nutrition Director is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify the Louisiana Department of Education. The Child Nutrition Director will provide information as requested by the LDOE during the OASCR investigation of the complaint.

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](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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

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(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

A note on Louisiana protected classes: The Louisiana Constitution additionally protects individuals from discrimination based on- religion, religious ideas, beliefs, or affiliations; birth; culture; physical condition; political ideas or affiliations; and national ancestry. Please see [Louisiana Constitution of 1974 Art. I, § 3. Right to Individual Dignity and Louisiana Constitution of 1974 Art. I, § 12. Freedom from Discrimination](#). To file a complaint, please contact the LDOE Division of Nutrition Support at 225.342.9661 or childnutritionprograms@la.gov

USDA Declaración de No Discriminación

De acuerdo con la ley federal de derechos civiles y los reglamentos y las políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA, por sus siglas en inglés), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, estado civil, estado familiar/parental, ingresos derivados de un programa de asistencia pública, creencias políticas o represalias por actividades anteriores de derechos civiles, en cualquier programa o actividad realizada o financiada por el USDA (no todas las bases se aplican a todos los programas). Los recursos y los plazos de presentación de quejas varían según el programa o el incidente.

Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información del programa (por ejemplo, Braille, letra grande, cinta de audio, lengua de señas estadounidense [ASL, por sus siglas en inglés], etc.) deben comunicarse con la agencia responsable o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339. Además, la información del programa puede estar disponible en idiomas que no sean el inglés. Para presentar una queja por discriminación en el programa, complete el Formulario de Quejas por Discriminación del Programa del USDA, AD-3027, que se encuentra en línea en la página web [Cómo presentar una queja por discriminación en el programa en <https://www.usda.gov/es/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/como-presentar-una-queja-por-discriminacion-en-el-programa>](https://www.usda.gov/es/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/como-presentar-una-queja-por-discriminacion-en-el-programa) y en cualquier oficina del USDA, o escriba una carta dirigida al USDA y proporcione en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632-9992. Envíe su formulario o carta completa al USDA por:

(1) correo postal: 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 de igualdad de oportunidades.

