

Guilford Preparatory Academy

“Learning, Leading, Living”

Aton Woods

Board Chair

Dr. Robin Buckrham

Principal

(Ref. – FNS Instruction 113)

CIVIL RIGHTS COMPLAINT FORM Guilford Preparatory Academy Child Nutrition Program

School Food Authority: <u>Guilford Preparatory Academy</u>	Date of the Incident _____
Name of person or persons accused of discrimination _____ _____	

Complaint: Written: _____ (Attach copy) Verbal: _____

Complaint Filed by: Name _____	Date _____		
Address _____	City _____	State _____	Zip Code _____
Telephone _____	FAX _____	E-Mail _____	

Nature of complaint (include location, date, time, circumstances surrounding the alleged incident, description of what happened)

Lynn Harvey, Section Chief
Child Nutrition Services
NC Department of Public Instruction
6324 Mail Service Center
301 N. Wilmington Street.
Raleigh, NC 27699-6324

U.S. Department of Agriculture
Food and Nutrition Service
61 Forsyth Street, SW
Suite 3B70
Atlanta, GA 30303-8931

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, audiotape, 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.