

## **Lewiston Elementary School Civil Rights Policy for Child Nutrition Programs**

To meet the Federal and State compliance requirements for civil rights complaints, the following policy has been written and implemented for the Lewiston Elementary School Nutrition Programs. 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](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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider. In the state government, the protected classes are ancestry, marital status, medical condition, pregnancy, political affiliation, religion, sexual orientation, retaliation and Vietnam veterans. Civil rights complaints for these protected classes are handled by the school district for public schools and are referred to the State for all agencies.

The Civil Rights Coordinator/Child Nutrition Programs Complaint Coordinator for Lewiston Elementary School is the school superintendent. To file a complaint of discrimination contact: Tim Nordstrom, Lewiston Elementary School, 685 Lewiston Road, Lewiston, CA. 96052 (530) 778-3984

If the complaint filed with the local sponsor is not remedied or if the complainant does not want to file their complaint with the Lewiston Elementary School Civil Rights Coordinator, they may file:

Shirley Rhodes or presiding coordinator, Complaint Coordinator  
California Department of Education Nutrition Services  
Division 560 J Street, Suite 270  
Sacramento, Ca 95814-2342  
(916) 445-6775 or (800) 952-5609