



Civil Rights Complaint Policy {WWC Food Service Policies & Procedures Page 15} Update: 11/27/23

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 personal information (e.g., Braille, large print, audiotape, ASL). 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: <u>USDA Program Discrimination Complaint Form</u>, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. This 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 of 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: <u>Program.intake@usda.gov</u>

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:

https://www.usda.gov/sites/defult/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf

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