



La Joya

Independent School District
Child Nutrition Services
7311 Ann Richards Road,
Mission, Texas 78572
Tel. (956) 323-2110
Fax (956) 580-7083

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CIVIL RIGHTS PROCEDURES

Policy: Contracting Entities (CE) must assure that school nutrition program (SNP) benefits are made available and provided to all eligible individuals without discrimination based on:

- **Race**
- **Color**
- **National Origin**
- **Sex (Gender)**
- **Age**
- **Disability**

Objective: To allow equal access to meals for all students.

Procedure: All school cafeteria dining areas will have a copy of the Food & Nutrition Complaint form and the Instructions for Food & Nutrition (F&N) Complaint Form available.

All complaints can be directed to the cafeteria manager, Child Nutrition Supervisors, or the Director for Child Nutrition Program. The Child Nutrition Director will then forward the complaint to the Texas Department of Agriculture.

A copy of the complaint will be filed in a log book at the Child Nutrition Central Kitchen office.

NONDISCRIMINATION POLICY:

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.