



Instilling Accountability, Responsibility, & Respect.

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

C.S. Lewis Academy Kitchen Non Discrimination Complaint Policy

- Please address all complaints through the kitchen manager including who is filing the complaint, contact information, when and where the incident occurred, and person(s) involved in the discrimination.
- Kitchen manager will forward all discrimination complaints to the School Director and School Board.
- If the complaint directly involves the Kitchen Manager, it can be given directly to the School Director.
- Kitchen manager will forward all complaints to the USOE Child Nutrition Programs Office:

Attn: Utah State Office of Education
Child Nutrition Programs
250 East 500 South | PO Box 144200 Salt Lake City, UT | 84114-4200
Monday - Friday | 8 a.m. to 5 p.m.
(801) 538 7500

Email Contacts: <http://schools.utah.gov/cnp/Contact.aspx> CNP Director, NSLP Coordinator, School Specialist or any department members.

- Additional information regarding the USDA Food and Nutrition Civil Rights is available online at <http://www.fns.usda.gov/civil-rights>.
- Once a complaint is received by the USOE, a follow-up will be conducted and information will be reported to the USDA FNS Regional office.



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In accordance with Federal 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), age, disability, and 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 for program information (e.g., Braille, large print, audiotape, and American Sign Language) 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 <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The 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 for 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:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax:

(833) 256-1665 or (202) 690-7442

Email:

program.intake@usda.gov