

# **Child Nutrition Department**

## **Civil Rights Guide For the Food & Nutrition Division Programs**

### **Definition**

Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs. Unlawful discrimination in any form is strictly prohibited whether a program is fully or partially federally funded. Unlawful discrimination can be intentional or unintentional.

Federal law prohibits discrimination in program administration based on the following USDA protected classes:

Race,  
Color,  
National origin,  
Sex,  
Age, or  
Disability.

### **And Justice for All Posters**

The poster is a tool to help communicate the services and benefits of your program without discrimination. All campus cafeterias prominently display USDA's nondiscrimination poster, "And Justice for All," where services and benefits are delivered.

### **Complaints**

A person alleging discrimination has the right to file their complaint within 180 days of the alleged action. Complaints may be received, and must be accepted, either in writing or verbally and must be processed accordingly. Complaints must be kept confidential and the resolution of complaints is always encouraged at the lowest possible level.

Cushing ISD does not condone treating a customer differently if they have filed a Civil Rights complaint or participated in an investigation. Retaliation is unacceptable and against the law. Should the complainant persist with their complaint, the Child Nutrition Director will direct them to file their complaint with USDA's Office of Civil Rights at:

U.S. Department of Agriculture Director,  
Office of Adjudication  
1400 Independence Avenue, SW  
Washington, DC 20250-9410

1 (866) 632-9992  
1 (800) 877-8339 Federal Relay Service  
1 (800) 845-6136 Spanish Speaking Assistance.

Forms may be requested and picked up in the office of the Child Nutrition Director.

Denise Derby  
Child Nutrition Director  
1 Bearkat Drive  
Cushing, TX 75760  
936-326-4890