WESTCARE NEVADA CIVIL RIGHTS PROCEDURES

Food and Nutrition Services Civil Rights Procedures

Purpose: This procedure covers the civil rights procedures for Food and Nutrition Services programs at WestCare Nevada.

Authority: This procedure is consistent with the Department of Agriculture's Civil Rights Policy 2013-3.

Procedure: These procedures ensure that participants in the Federal Food and Nutrition programs, National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Afterschool Snack Program where offered at WestCare Nevada will receive fair and equitable treatment without regard to the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, limited English proficiency, or because all or part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency (not all basis apply to all programs). Reprisal is prohibited based on prior civil rights activity.

School Level Compliant Procedure for WestCare Nevada:

If you wish to file a civil rights complaint alleging discrimination in the Federal Food and Nutrition Programs offered at WestCare Nevada you must follow these steps:

1. Submit a written complaint to the Director of Women's and Children's Campus, 5659 Duncan Drive, Las Vegas, NV 89130 or call (702)385-2020.

2. If your complaint is not resolved at this first step you may have it submitted to Erin Kinard, Nevada Area Director, 1711 Whitney Mesa Drive, Henderson, NV 89014 or call (702)385-2090 ext. 66105.

3. At any time the complainant can submit their complaint directly to the USDA by completing the USDA Program Discrimination Complaint Form.

To file a program complaint of discrimination, complete the USDA Program Discrimination Compliant 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

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