



Merit College Preparatory Academy

Kitchen Non-discrimination Complaint Policy

- I. Please address all complaints through the kitchen manger including who is filing the complaint, contact information, when and where the incidence occurred, and person(s) involved in the discrimination.
- II. Kitchen manager will forward all complaints to the School Director and School Board.
- III. Kitchen manager will forward all complaints to the USOE Child Nutrition Programs Office:
 - a. 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
 - b. Email Contacts: <http://schools.utah.gov/cnp/Contact.aspx> CNP Director, NSLP- Coordinator, School Specialist or any department members.
- IV. Additional information regarding the USDA Food and Nutrition Civil Rights is available online at <http://www.fns.usda.gov/civil-rights>.
- V. Once a complaint is received by the USOE, a follow-up with be conducted and information will be reported to the USDA FNS Regional office.

USDA Nondiscrimination Statement

FNS Child Nutrition assistance programs, State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

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.

Kim Loveland, Coordinator-NSLP

Utah State Office of Education

Child Nutrition Programs

250 E 500 S

PO Box 144200

Salt Lake City UT 84114-4200

801-538-7684 (office)

Kimberly.loveland@schools.utah.gov

Visit our Facebook page at <http://www.facebook.com/utahcnp>.