



## Child Nutrition Programs Civil Rights Complaint Procedures and Complaint Form

Policy: United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) delineates the civil rights requirements for participants in Child Nutrition Programs (CNP). The following is required at the Program Sponsor level.

Any person alleging discrimination based on race, color, national origin, sex (including gender identity and sexual orientation), age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints received by First State Montessori Academy related to the Nutrition Program(s) should be directed to Courtney Fox. Courtney Fox can be reached via phone at 302-576-1500 or by email at [Courtney.fox@fsma.k12.de.us](mailto:Courtney.fox@fsma.k12.de.us). Complaints can be submitted verbally, in writing, or anonymously.

First State Montessori Academy will obtain all necessary complaint information. The complaint will be forwarded to the State Agency (Delaware Department of Education) within three (3) business days of receiving all necessary information.

The Delaware Department of Education (DDOE) will forward all complaints to FNS-CRD within five (5) working days after receipt.

In accordance with federal civil rights 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), disability, age, or 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 to obtain program information (e.g., Braille, large print, audiotope, 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:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or



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3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

Delaware Department of Education Nutrition Programs  
Civil Rights Complaint Form (optional)

Name: \_\_\_\_\_

Sponsor/SFA  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. What happened to you? Please include date, location and any supporting documentation that would help show what happened.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Who do you believe discriminated against you? List name(s).

\_\_\_\_\_

\_\_\_\_\_



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3. Name(s) of witness(es) to alleged prohibited conduct if applicable:

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4. It is a violation of the law to discriminate against you based on the following: race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. I believe I was discriminated against based on my:

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5. How would you like to see this complaint resolved?

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Complete form and submit to First State Montessori Academy/ Attn: Courtney Fox within 180 days of the alleged discriminatory action. Forms can be submitted via email to [Courtney.fox@fsma.k12.de.us](mailto:Courtney.fox@fsma.k12.de.us) or through US mail to 1000 N French St Wilmington, DE 19803.



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