



EAGLE College Prep Harmony Civil Rights Complaint Procedures

Requirements for Child Nutrition Program Administrators

In accordance with federal civil rights laws, including Title VI of the Civil Rights Act of 1964, American with Disabilities Act (ADA), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, all administrators of federally sponsored child nutrition programs must provide services in a non-discriminatory manner. Additionally, U.S. Department of Agriculture (USDA) civil rights regulations and policies require that all institutions participating or administering USDA programs develop and implement an official civil rights complaints procedure.

EAGLE College Prep Harmony will maintain a Civil Rights Coordinator (CRC) in order to help prevent and document all civil rights complaints related to its nutrition programs. In addition to implementing the civil rights complaints process, the CRC will:

- Ensure that meals are offered to all children and meal substitutions to participants with disabilities
- Prominently display the non-discrimination poster, “And Justice for All,” in areas where participants and potential participants have access
- Annually complete the Civil Rights Data Collection (CACFP) and Compliance forms (CACFP, NSLP, and RCCI)
- Include the non-discrimination statement on all materials available to the public, including websites
- Provide informational materials in appropriate translations and language interpreters as needed
- Ensure annual civil rights training for staff and maintain documentation of training

Civil Rights Complaints Process

In order to effectively document and address submitted civil rights complaints, the CRC will maintain a complaint log that includes the following information:

- Name, address, and telephone number or other means of contacting the complainant such as an e-mail address (if not anonymous)
- Specific location and name of the school delivering benefits
- Nature of the complaint or action that led to the charges being filed
- Names and titles of persons who may have knowledge of the discriminatory action



Civil Rights Complaints Process (continued)

- Date(s) that the alleged discrimination occurred or the duration of such action
(Complaint must be filed within 180 days from the alleged act of discrimination.)

The CRC will provide the person alleging the complaint with copies of the school's non-discrimination statement and procedures for complaints of discrimination. Complaints will then be forwarded promptly to the Arizona Department of Education's Civil Rights Coordinator:

Miranda Graves
1535 West Jefferson Street, Bin #7
Phoenix, AZ 85007
Miranda.Graves@azed.gov
602-364-1965

The state CRC will record the complaint in ADE's Civil Rights Complaint Log and then forward on to the USDA for investigation:

USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410
Fax: 202-690-7442
program.intake@usda.gov



Civil Rights Complaint Procedure

1

- Any individual or interested third party, public agency, or organization may file a complaint

2

- Discrimination Complaint: A complaint alleging discrimination based on race, color, national origin, sex, age, or disability

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- All civil rights complaints are to be directed to Civil Rights Coordinator:
 - Courtney Eddings
 - Phone: 602-268-1212
 - Email: courtney.eddings@eagleprep.org
 - Address: 2435 E. Pecan Rd., Phoenix, AZ 85040

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- Civil Rights Coordinator will maintain a log of all complaints and forward to ADE's Civil Rights Coordinator

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- Complaint is recorded in ADE Civil Rights Complaint log and then forwarded to USDA National Office in Washington, D.C. for investigation



Non-Discrimination 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: Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

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