

National School Breakfast and Lunch Program (NSBLP)

Civil Rights

Objective: To ensure that all participants in the NSBLP are accorded their civil rights.

Policy: It is the policy of Woods Services to guarantee each individual his/her civil rights and to educate all staff so they can exercise these rights as appropriate.


Procedure:

1. Participation in the NSBLP requires compliance with civil rights in all aspects of operations.
2. A protected class is any person or group of people who are protected from discrimination based on: race, color, national origin, sex, age, disability, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial status, parental status, sexual orientation, all or part of an individual's income is derived from any public assistance program.
3. Public notification regarding the NSBLP is posted on the website www.woods.org
4. "And Justice for All" posters will be displayed in a publicly visible location in all areas where meals/snacks are served.
5. Reasonable accommodations are made for children with special dietary needs. A medical statement signed by the physician will be secured.

Complaint Procedure:

1. A complaint may be made on the basis of race, color, national origin, sex, age or disability.
2. Allegations can be made verbally or in writing. If they are made verbally, the person to whom the allegations are made must write/document the elements of the complaint for the complainant, including contact information.
3. Civil rights program complaint of discrimination can be filed by completing the USDA Program Discrimination complaint form found online at http://www.ascr.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. The completed complaint form or letter can be mailed to US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or fax (202) 690-7442, or e-mail at program.intake@usda.gov.


President



Teresa Czarkowski

Administrator, Education