

**Civil Right in the**  
**School Nutrition Programs (SNP)**

(School Breakfast Program (SBP), National School Lunch Program (NSLP), Seamless Summer Option (SSO))

**Objective:** To ensure that all participants of the School Nutrition Programs at Woods Services are afforded their civil rights.

It is the policy of Woods Services to guarantee each individual their civil rights. Also, to educate staff on maintaining these rights, and how to process any complaints that an individual or family member have.

**Civil Rights Statement:** In accordance with Federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and 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.ocio.usda.gov/document/ad-3027>, 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:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833)256-1665 or (202) 690-7442; or

**email:**

program.intake@usda.gov.

This institution is an equal opportunity provider.



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President & CEO



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Vice President of Education