

## **USDA Non-Discrimination Statement and Reporting**

USDA Nondiscrimination Statement SNAP and FDPIR 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, religious creed, disability, age, political beliefs, 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](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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **JMA Non-Discrimination Reporting Procedures**

If you believe any employee of the Food Service program or any part of the Food Service program has been discriminatory, you may report the alleged discrimination to the following person who will provide a form for you to report your claim:

Level 1:        Angelica Summerlin, Food Service Manager  
                    Phone: 817-460-0396  
                    Email: [asummerlin@jmaisd.org](mailto:asummerlin@jmaisd.org)

If you are not satisfied with the results obtained from Level 1, you may report the matter to:

Level 2:        Lissa Lloyd, Food Service Director  
                    Phone: 817-460-7953  
                    Email: [llloyd@jmaisd.org](mailto:llloyd@jmaisd.org)

If you are not satisfied with the results obtained from Level 2, you may report the matter to:

Level 3:        Monica Fox, Superintendent/Principal  
                    Phone: 817-460-0396  
                    Email: [mfox@jmaisd.org](mailto:mfox@jmaisd.org)

If you are not satisfied with the results from Level 3, you may report the matter to the Board of Directors.

Level 4:        Jean Massieu Foundation  
                    Jane Ann Shelton, President  
                    Meetings are held monthly, See JMA Website

If you remain unsatisfied with the results from the local school, you may report the matter to the Texas Department of Agriculture for final appeal:

Texas Department of Agriculture  
Austin, Texas  
Phone: (877)TEX-MEAL or (877)839-6325