

COUNTY OF IMPERIAL

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PROBATION DEPARTMENT

Imperial County Nutrition Services Department **Civil Rights Overview / Complaint Procedures**

Revised July 2025

Civil Rights Overview

The SFA must include the most current version of the federal nondiscrimination statement in a prominent location in all public information releases, publications, and on posters concerning nutrition program activities, except menus. The current USDA Civil Rights statement can be found below:

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, audiotape, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-50_8-11-28-17Fax2Mail.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:

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*(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: (833) 256-1665 or
(202) 690-7442; or
(3) email: program.intake@usda.gov.*

Complaint Procedures

The civil rights coordinator for *Imperial County Probation* is Francisco Piedra, Probation Corrections Facility Manager. Any person alleging discrimination based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation has the right to file a complaint within 180 days of the alleged discriminatory action. Under special circumstances this time limit may be extended. Program complaints may be filed in English, or in a language other than English. If language assistance or translation services are needed, translators shall be provided by the SFA.

At the SFA level, civil rights complaints received must be forwarded to the State Agency or USDA. The civil rights coordinator should collect/transcribe a report of the complaint on to a log that must include, at a minimum, the following information:

- The name, address, and phone number or other means of contacting the complainant, such as an e-mail address (if not anonymous)
- The specific location and name of the entity delivering benefits
- The nature of the complaint or action that led to the charges being filed ● Whether an allegation is made verbally or in person

To file a program or Civil Rights complaint, please contact the state agency listed below:

School Nutrition Program and Summer Food Service Program
Civil Rights and Program Complaint
Coordinator California Department of
Education
Nutrition Services Division
1430 N Street, Room 4503 Sacramento, CA 95814-5901
or 800-952-5609

Child and Adult Care
Program California
Department of Social
Services 744 P Street
Sacramento, CA 95814
Complaint Submission Form:
www.surveymonkey.com/r/FBKKNZX Email:
CACFPCivilRights@dss.ca.gov
Phone: 916-651-5400

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If the nature of the complaint alleges discrimination, the Civil Rights Coordinator at the SFA shall collect the following information and forward to USDA:

- The basis on which the complainant feels that discrimination occurred. In order to be considered a discrimination complaint, the complainant must feel discriminated against based on one or more of the protected classes
- The names, titles, and if known, addresses of persons who may have knowledge of the discriminatory action or situation
- The date(s) that the alleged discrimination occurred, or the duration of such action

The USDA will investigate and process complaints alleging discrimination. Forward all allegations of discrimination to the USDA National Office in Washington, D.C.:

USDA, Director, Office of Adjudication 1400 Independence Avenue, Southwest Washington, D.C. 20250-9410
866-632-9992

Federal Relay Service 800-877-8339 (English) or 800-845-6136 (Spanish) Documents shall be retained for three years beyond the closure of the complaint

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