



WILSON PREPARATORY ACADEMY COMPLAINT PROCEDURES

- Wilson Preparatory has a zero tolerance of discrimination on basis of sex, race, national origin, disability, color, age.
- All complaints must be filed within 180 days of the discriminatory action.
- All complaints may be written, verbal, or anonymous.
- Individuals filling a complaint are encouraged **but not** required to complete the attached form.
- Filing a complaint **will not** discriminate any child or adult from participating in the Wilson Preparatory Academy School Meal Program.
- Complaints will be reviewed within 3 days by the principal or superintendent.
- Response and restitution will be made within 2 weeks.

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. 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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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. USDA is an equal opportunity provider, employer, and lender.



WILSON PREPARATORY ACADEMY SCHOOL MEAL PROGRAM
COMPLAINT FORM

Select one

Discrimination on the basis of: race, color, national origin, sex, age, disability,

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

NAME OF VICTIM: _____

NAME OF OFFENDER: _____

NATURE OF INCIDENT: _____

WITNESSES: _____

ANY ATTEMPTS OF RESOLUTION: _____
