



"A School Where Educating Is Our Number One Goal"

New Life Academy of Excellence

4725 River Green Parkway

Duluth, GA 30096

678.720.9870

Newlifeacademyga.com

Civil Rights Procedure

PURPOSE

The purpose of this document is to provide guidance for School Nutrition employees when handling civil rights complaints. New Life Academy of Excellence provides the Child Nutrition Program benefits to all eligible individuals without discrimination on the bases of race, color, national origin, sex, religious creed, age, disability, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. If you feel in any way that you have been discriminated against while participating in the Child Nutrition Program, please follow these procedures in voicing your complaint.

PROCEDURE

Please fill out the Discrimination Complaint Form found on the school website. Take your complaint form to the School Nutrition Manager, Anna Hines (678)720-9870, ahines@newlifeacademyga.com. All written complaints will be accepted by the school and forwarded to the Georgia Department of Education, School Nutrition Department, Atlanta GA.

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 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.

This institution is an equal opportunity provider.