

# **Trinity Basin Preparatory**

## **USDA Program Discrimination Complaint Procedure**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/filing-discrimination-complaint-usda-customer>, 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. Submit your completed form or letter to USDA:

**Mail: USDA, Director, Office of Adjudication**  
**1400 Independence Avenue SW**  
**Washington, D.C. 20250-9410**  
**Fax: (202) 690-7442; or Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)**

**Or**

Call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider.

**Or**

To request a copy of the complaint form, call (866) 632-9992. You may also request one in person with:  
Child Nutrition Coordinator, Juan Lopez at 2730 N. State Hwy. 360, Grand Prairie, Texas 75050

Respectfully,

***Child Nutrition Coordinator***

*Juan Lopez*