St. Josaphat Parish School

Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

St. Josaphat Parish School USDA Child Nutrition Programs Civil Rights Coordinator Message
Name: Ana Pacheco
Title: Food Service Coordinator
Phone number: 414-645-4378
Email: apacheco@sjpsmke.org
Date: Fall 2026

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex, disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, in writing, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the SFA should immediately:

1. Contact the SFAs USDA Child Nutrition Programs Civil Rights Coordinator.

2. Recipient of complaint and/or SFA Civil Rights Coordinator tries to resolve the situation at the time of complaint.

3. If issue is unresolved and the complainant wishes to file a USDA civil rights complaint, the SFA must provide the individual with the information necessary to do so and not impede an individual's right to file.

4. Document the complaint:
   a. Utilize the USDA Program Discrimination complaint form **(**Espanol**)** or make an effort to obtain all of the following information:
      - Name, address, and phone number of complainant,
      - Specific name and location of entity delivering the benefit or service,
      - The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,
      - The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.),
      - The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,
      - The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

   b. Either the complainant, the receiver of the complaint or the SFA's Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint.

St. Josaphat Parish School

Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

5. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, School Nutrition Team Director ***within five days*** of receiving the complaint.

   Wisconsin Department of Public Instruction (DPI)

   Mail: Director, School Nutrition Team
   125 South Webster Street
   Madison, WI 53707-7841

   Email: jessica.sharkus@dpi.wi.gov

   The DPI will forward the complaint to the USDA Midwest Regional Office for processing.

6. All Civil Rights complaints received must be tracked on a civil rights complaint log. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. A template civil rights complaint log is available on the School Nutrition Team civil rights webpage.

USDA 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, disability, age, 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.

St. Josaphat Parish School

Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

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.

Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry.

Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.