



## Yuma Private Industry Council, Inc.

3834 W. 16<sup>th</sup> Street Yuma, AZ 85364 (928) 329-0990 Fax No. (928) 783-0886 TTY (928) 329-6466

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### USDA CIVIL RIGHTS COMPLAINT PROCEDURES

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, audiotope, 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-0508-0002-508-11-28-17Fax2Mail.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:**

- 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. E-mail:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

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Equal Opportunity Employer/Provider; Auxiliary Aids and Services Are Available Upon Request  
To Individuals With Disabilities.



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### **This institution is an equal opportunity provider**

**FILING DEADLINE:** A program discrimination complaint **must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination**, unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the complaint letter differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaint documentation or Complaint Forms sent by fax or mail will be considered filed on the day the complaint is faxed or mailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, if: 1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period; 2. You were seriously ill or incapacitated; 3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

**You may also submit your complaint to the Arizona Department of Education at [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov)**

**The complaint may also be made verbally** to the Yuma Private Industry Council's Equal Opportunity Officer (EO Officer). The verbal statements will be transcribed and the required information will be collected. The EO Officer (within 5 business days) will forward the complaint to Melissa Conner, Associate Superintendent Arizona Department of Education, Health and Nutrition Division 1535 West Jefferson Avenue, Bin #7 Phoenix, AZ 85007.

The EO Officer will send written letter to complainant informing of the date when the complaint was submitted, and will provide proof of submission.

If the complainant elects to complete the form AD-3027 and needs additional assistance, the EO Officer or a representative of the Human Resources Office will assist with the submission process by either. YPIC's EO Officer contact information is:

Adriana McBride

3834 W 16<sup>th</sup> St., Yuma, AZ 85364

Email: [humanresources@ypic.com](mailto:humanresources@ypic.com)

Phone: 928-329-0990 Ext. 1711 Fax: (928) 782-9905 TTY: (928) 329-6466