



New Mexico Youth ChalleNGe Academy

131 Earl Cummings Loop

Roswell, NM 88203

Phone: (505) 476-2504 Fax: (575) 347-7627

Procedure for Handling Complaints of Discrimination

1. Complaints of discrimination must be filed within 180 days of the alleged discrimination.
2. Complaints of discrimination should be given to the Director, NM Youth ChalleNGe Academy (NMYCA). The NMYCA Director will forward to the Food & Nutrition Service, Southwest Regional Office, 1100 Commerce St. Room 522, Dallas, TX 75242.
3. Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so. (Complaint Form attached).
4. Complaints of discrimination should contain as much of the following information as possible:
 - a. Name, address, email address, and telephone number or other means of contacting the complainant.
 - b. The specific location and name of the entity providing the benefits.
 - c. A description of a specific action that caused the complainant to believe that discrimination was a factor.
 - d. Basis on which a complainant feels that discrimination occurred (race, color, national origin, sex (including gender identity and sexual orientation), disability, or age).
 - e. Names, titles, and addresses of persons who may have knowledge of the discriminatory action.
 - f. The date(s) of the alleged discriminatory actions occurred or the duration of such action.



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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 or age. 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/ad-3027.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, STOP 9410, Washington, DC 20250-9410; *or*
2. **fax:** (833) 256-1665 or (202) 690-7442; *or*
3. **email:** Program.Intake@usda.gov



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Civil Rights Complaint Form

Name of Complainant _____

Address _____

Phone Number () _____ - _____ email address _____

Organization Providing Benefits: New Mexico Youth Challenge Academy
131 E. Earl Cummings Loop
Roswell, NM 88203

Describe the discriminatory action or incident below: Date(s) of incident: _____

On what basis does the complainant believe he/she was discriminated (race, color, national origin, sex (including gender identity and sexual orientation), disability, or age)?

Persons who may have knowledge of the discriminatory action:

Name	Address	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____