



Troy City Schools

Child Nutrition Program

358 Elba Highway
Troy, Alabama 36081
334-566-3741
www.troyschools.net

Dear Parent or Guardian:

The Child Nutrition Programs (CNP) section of the Alabama State Department of Education is in the process of ensuring compliance with federal civil rights regulations in School Meal Programs. The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) requires all School Meal Program sponsors to collect race and ethnicity data of participants. The purpose of this data collection effort is to determine how effectively School Meal Programs are reaching potentially eligible students. Data submission is voluntary and responses are kept confidential.

Troy City Schools officially requests that you complete the enclosed Race/Ethnicity Form and return it to our offices at your earliest convenience.

Your participation is greatly appreciated.

Sincerely,

Joyce Curry
Director of Child Nutrition
Troy City Schools

Nondiscrimination Statement

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, audiotape, 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: USDA Program Discrimination Complaint Form 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; or
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

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Race / Ethnicity Form

Student Name: _____

Student Lunch Number (if known): _____

Student Grade Level: _____

Please check all that apply:

Ethnicity: Is your student Hispanic or Latino ☐ YES ☐ NO

Race: ☐ American Indian / Alaskan Native
 ☐ Asian
 ☐ Black / African American
 ☐ Native Hawaiian / Pacific Islander
 ☐ White
 ☐ Two or More Races

Return the completed form to:

Joyce Curry
Director of Child Nutrition
P. O. Box 529
Troy, Alabama 36081