



Hearing Procedures Statement (Camps)

Camps charging separately for meals, must keep the following information on file:

- That a simple, publicly announced method will be used for a family to make an oral or written request for a hearing.
- That the family will have the opportunity to be assisted or represented by an attorney or other person.
- That the family will have the opportunity to examine the documents and records supporting the decision being appealed both before and during the hearing.
- That the hearing will be reasonably prompt and convenient for the family.
- That adequate notice will be given to the family of the time and place of the hearing.
- That the family will have an opportunity to present oral or documentary evidence and arguments supporting its position.
- That the family will have an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- That the hearing shall be conducted and the decision made by a hearing official who did not participate in the action being appealed.
- That the decision shall be based on the oral and documentary evidence presented at the hearing and made a part of the record.
- That the family and any designated representative shall be notified in writing of the decision.
- That a written record shall be prepared for each hearing which includes the action being appealed, any documentary evidence, a summary of oral testimony presented at the hearing, the decision, and a copy of the notice sent to the family.
- That the written record shall be maintained for a period of five years following the conclusion of the hearing, during which time it will be available for examination by the family or its representatives at any reasonable time and place.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) 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; or
2. fax:
(202) 690-7442; or
3. email:
program.intake@usda.gov

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