

School Nutrition Programs Civil Rights Complaint Procedure

Civil Rights Complaint Received by Sponsor
(Verbal or Written)

Civil Rights Complaint Documented
in Civil Rights Complaint Log

Sponsor gives Complainant Civil Rights
Complaint Form and/or Sponsor Completes Civil
Rights Complaint Form with Complainant

If Complainant Returns Civil Rights Complaint Form to Sponsor
Sponsor forwards Civil Rights Complaint Form to USDA within
5 working days

Send Civil Rights Complaints by mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or by fax to (833) 256-1665 or (202) 690-7442; or by email to Program.Intake@usda.gov.

The Michigan Department of Education School Nutrition Programs Prototype Civil Rights Complaint Log	
Date Complaint Received	
Description of Complaint (verbal or written)	
Name of Complainant (Optional)	
Date Civil Rights Complaint Form Completed and Returned to Sponsor (yes/no)	
Date Civil Rights Complaint Form Forwarded to U.S. Department of Agriculture	
Sponsor's Civil Rights Coordinator	<i>Nickalesha Holliday</i>
Coordinator Contact Information	<i>hollidayn@mtcps.org</i>
Send complete information by mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or by fax to (833) 256-1665 or (202) 690-7442; or by email to Program.Intake@usda.gov .	

The United States Department of Agriculture 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:

- 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:**
(833) 256-1665 or (202) 690-7442; or

3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>