

## Nutrition Services Civil Rights Compliance

The United States Department of Agriculture (USDA) delineates civil rights requirements for participants in Child Nutrition Programs (CNP) which include the National School Lunch and National School Breakfast Programs operated by the school district.

### Civil Rights Complaints

1. All written or verbal complaints alleging discrimination on the basis of race, color, national origin, sex, age, or disability shall be processed within **90 days upon receipt** as outlined in Board Policy AC-R, Complaint and Compliance Process.
2. A preliminary inquiry or an investigation will be conducted on all valid complaints to substantiate or refute the allegations.

### Procedure for Filing Complaints of Discrimination

#### 1. Filing Directly with the USDA

- a. Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint ***within 180 days*** of the alleged discriminatory action. **To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter 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; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).**
- b. All complaints to the USDA must be in writing and signed by the complainant. All complaints shall be accepted by the school district, Colorado State Department of Education (CDE), or USDA Food and Nutrition Service Regional Office. The complaints will be forwarded to the a CDE Office of School Nutrition, USDA Mountain Plains Regional Office, USDA Office of Civil Rights, Food and Nutrition Services (FNS) Office of Civil Rights. The person who has allegedly been discriminated against must complete and sign a Civil Rights Complainant Consent/Release Form. This form must accompany the Civil Rights Complaint Form.
- c. A complaint form will also be generated to the district Compliance Officer.

#### 2. Filing Directly with the School District

- a. Alternatively, the complainant may contact the District's Compliance Officer, as listed in Board Policy AC-E-1, directly to file a complaint verbally, in writing or anonymously.
- b. To file a written complaint with the District's compliance officer, complainant may use the complaint form contained in Board Policy

AC-E-2. The compliance officer will follow the procedures contained above and in AC-R.

- c. Complaints will then be forwarded to all of the appropriate federal and state agencies listed above.

Adopted: May 25, 2016