PSD FNS Civil Rights Compliant Procedure-Process:

If a complaint is received with allegations of discrimination in one or more of the protected classes, the following actions will be taken:

1. Compliant will documented on internal civil rights complaint log per USDA requirements.
2. Director or designee will review complaint and forward to PSD Civil Rights Coordinator; together the decision will be made on whom will investigate following PSD complaint process protocols and board policy 3210/3210R & 5010 (employees).
3. All efforts will be made to obtain the following documentation:
   - Name, address and telephone number of complaintant
   - The basis of the complaint (race, color, religion, sex, age, national origin, marital status, sexual orientation, familial status, disability, or income/public assistance.
   - The date(s) that the incident took place (not longer than 180 days)
   - The name of the individual(s) or entity whom allegedly discriminated against complaintant
   - Description of what happened, or action that was taken by the idividual or entity that discriminated and caused harm. Or if benefits were denied.
   - Any supporting documents
4. This information will be sent to the Office of the Superintendant of Public Instruction Child Nutrition Services Executive Director and the complaintant given the information to provide to the Office of Civil Rights Compliance USDA FNS.
5. Upon completion of the investigation, if the complaint was found to be discriminatory in nature, corrective measures will be taken and retained on file with the compliance officer for 6 years, as outlined in policy.

The USDA Civil Rights Statement is posted on all PSD FNS webpages for the public to file a complaint should the complaint not be made directly to one of the FNS Staff.