

Jeffco Public Schools

Food and Nutrition Services Program

Discrimination Complaint Form Instructions



PURPOSE: The purpose of this form is to assist you in filing a United States Department of Agriculture (USDA) program discrimination complaint. For help filling out the form, you may call any of the telephone numbers listed at the bottom of the complaint form.

You are not required to use the complaint form. You may write a letter instead. If you write a letter, it must contain all of the information requested in the form and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint.

You may also send a complaint by FAX or email. We must have a signed copy of your complaint, so if you send your complaint by email, be sure to attach the signed copy to your email. Incomplete information or an unsigned form will delay the processing of your complaint.

FILING DEADLINE: A program discrimination complaint must be filed not later than 180 days of the date you knew or should have known of the alleged discrimination unless the time for filing is extended by USDA. Complaints sent by mail are considered filed on the date the complaint was signed, unless the date on the letter of the complaint differs by seven days or more from the postmark date, in which case the postmark date will be used as the filing date. Complaints sent by fax or email will be considered filed on the day the complaint is faxed or emailed. Complaints filed after the 180-day deadline must include a 'good cause' explanation for the delay. For example, you may have "good cause" if:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period.
2. You were seriously ill or incapacitated.
3. The same complaint was filed with another Federal, state, or local agency and that agency failed to act on your complaint.

USDA POLICY: United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) delineates the civil rights requirements for

participants in Child Nutrition Programs (CNP). The following is required at the local school food authority (SFA) level.

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. All civil rights complaints within Jeffco's Food and Nutrition Services Department should be directed to the Executive Director and the Director of Resources. The Executive Director can be reached via phone at (303) 982-6745 or by email at Beth.Wallace@jeffco.k12.co.us. The Director of Resources can be reached via phone at (303) 982-6745 or by email at Katie.Jeter@jeffco.k12.co.us. Complaints can be submitted verbally, in writing, or anonymously.

Jeffco's Food and Nutrition Services Department will obtain all necessary complaint information and process the complaint within 90 days. The complaint will be forwarded to Colorado Education Agency – Office of School Nutrition.

This institution is an equal opportunity provider

Jeffco Public Schools
Food and Nutrition Services
Civil Rights Complaint Form



First Name: _____ Last Name: _____

Mailing Address:

Number and Street, PO Box, or RD Number City State Zip Code

School: _____ Telephone Number:() - _____

E-mail Address (if you have one): _____

Best Way to Reach You (Check One): Mail Phone E-mail Other: _

Do you have a representative (lawyer or other advocate) for this complaint?

Yes ___ No ___

If yes, please provide the following information about your representative:

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Telephone: (____) _____ E-mail: _____

1. Who do you believe discriminated against you? Use additional pages, if necessary.
Name(s) of person(s) involved in the alleged discrimination (if known):

2. What happened to you? Use additional pages, if necessary, and please include any supporting documents that would help show what happened including date and location.

3. Name(s) of witness(es) to alleged prohibited conduct if applicable:

4. It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on prior civil rights activity. I believe I was discriminated against based on my:

5. Remedies: How would you like to see this complaint resolved?

Mail or Email Completed Form To: Telephone Number:

FNS Executive Director/Director of Resources

809 Quail St.

Building 1

Lakewood, Colorado 80215

Beth.Wallace@jeffco.k12.co.us Katie.Jeter@jeffco.k12.co.us

(303) 982-6745

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

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

3. email:

program.intake@usda.gov

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