File: EF-E-2

Civil Rights Complaint Procedure for School Nutrition Program

In accordance with the United States Department of Agriculture (USDA) civil rights regulations and policies, the District is prohibited from discriminating on the basis of race, color, national origin, religion, sex (including gender identity, gender expression, and sexual orientation), disability, age, family/parental status, political beliefs, or reprisal or retaliation for prior civil rights activity in any school nutrition program.

A participant in the District's school nutrition program who alleges discrimination on the basis of any of the above-listed federally-protected classes has the right to file a complaint within 180 days of the alleged discrimination, in accordance with this procedure.

Filing a Complaint

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to the district's director of nutrition services.

Complaints may be made verbally (in person or over the phone) or may be submitted in writing to the District contact listed above. Complaints may be filed anonymously.

When filing a complaint, the following information will be requested:

1. Complainant's name, address and telephone number (unless the complainant wishes to remain anonymous);
2. The nature of the incident or action that led the complainant to feel discrimination was a factor;
3. The basis on which the complainant believes discrimination exists;
4. The names, telephone numbers, titles and business or personal addresses of persons who may have knowledge of the alleged discriminatory action; and
5. The date(s) during which the alleged discriminatory action(s) occurred.

Forwarding a Complaint

Upon the District's receipt of the complaint, the District will forward the complaint as soon as possible but no later than five business days to the following agency:

CDE Office of School Nutrition
1580 Logan Street Suite 760
Denver, CO 80205

The designated agency will then conduct the complaint review and investigation within the required timeline (90 days).

Issue Date: August 15, 2017
Revised: October 18, 2018
Revised: October 21, 2025

LEGAL REFS.: USDA Food and Nutrition Service (FNS) Instruction 113-1 *(civil rights compliance and enforcement – nutrition programs and activities)*

7 C.F.R. §15d.2 (definition of discrimination in programs or activities conducted by the U.S. Department of Agriculture)

USDA Nondiscrimination Statement

NOTE: The USDA has a program complaint form available on its website or at any USDA office. To request a copy of the complaint form, call 866-632-9992.