Adams 12 Five Star Schools
Nutrition Services
Civil Rights
Complaint Procedure

COLORADO
Department of Education

How to File a Complaint

- Civil rights complaints can be directed to the Nutrition Services Resource Manager,
  1500 East 128th Avenue
  Thornton, CO 80241
  Tracey.L.Williams@adams12.org
  720-972-6140
- Complaints can be made verbally, in person or over the phone, or in writing by submitting the Nutrition Services Civil Rights Complaint Form.
- The Civil Rights Complaint Form can be found at www.adams12.org/departments/nutrition
- Complaints may be filed anonymously.
- Complaints must be received within 180 days of the alleged discriminatory action.
- Completion of the Civil Rights Complaint Form is not a prerequisite for filing a complaint.

Information Collected Regarding a Complaint – Complaints will be processed within 90 days.

When filing a complaint, the following information will be requested (verbally, in writing or anonymously):

- Name, address, and telephone number of the complainant – unless the complainant requests to remain anonymous.
- The nature of the incident or action that led the complainant to feel discrimination was a factor.
- The basis on which the complainant believes discrimination exists.
- The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action.
- The date(s) during which the alleged discriminatory action occurred.

Forwarding a Complaint

Once made, complaints are forwarded to:

- Civil Rights Compliance Officer
  Adams 12 Five Star Schools
  1500 East 128th Avenue
  Thornton, CO 80241
- CDE Office of School Nutrition
  1580 Logan Street Suite 760
  Denver, CO 80205

Resources

- http://www.cde.state.co.us/nutrition/civilrights
- http://www.fns.usda.gov/civil-rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
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