

How to File a Complaint

- Civil rights complaints can be directed to the Director of Nutrition Services.
- Complaints can be made verbally (in person or over the phone) or in writing by submitting the Nutrition Services Civil Rights Complaint Form. Complaints may also be filed anonymously.
- Completion of the Civil Rights Complaint Form is not a prerequisite for filing a complaint.

Information Collected Regarding a Complaint

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

- 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

- Englewood Schools Compliance Officer
- CDE Office of School Nutrition
- USDA Mountain Plains Regional Office
- USDA Office of Civil Rights
- FNS Office of Civil Rights

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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.

Anonymous – Please skip to section II

*Today's Date

*Time:

* = Required Field

Section I - Complainant Information

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Section II - Report of Incident

*Date(s) of Incident:

*Place Incident Occurred:

*Persons Involved in Incident:

*Description of the Incident that led complainant to feel discrimination was a factor:

*The basis on which the complainant believes discrimination exists:

*Names of Persons who may have knowledge of the alleged discriminatory action: (Include Name, Title, Phone Number and Address)

*Signature of Complainant:

*Date:

Section III - Service Details

Complaint Received by:

Phone Complaint Form

Issue discovered by Management on inspection/investigation:

Management Remarks:

Manager Signature:

Date:

Director Signature:

Date:

Action Taken

Status:

- Under Observation
 Incomplete
 Complete