

Adopted XXXXXXXXXX

## **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 discrimination on the basis of race, color, natural 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 complaint concerning his or her participation in a school nutrition program, the complaint may be directed to Superintendent at 634 S. Elbert St., Elizabeth, CO 80107 or at phone number 303-646-1836.

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.

### **Forward 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;

*[Insert at least ONE of the following agencies as the agency to which complaints will be forwarded.]*

CDE Office of School Nutrition 1580 Logan Street Suite 760 Denver, CO 80205	USDA Office of Civil Rights 1400 Independence Ave., SW, Rm 1095-S, Stop 0206 Washington, DC 20250 (or emailed to <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> )
USDA Mountain Plains Regional Office 1244 Speer Blvd Suite 903 Denver, CO 80204	FNS Office of Civil Rights 3101 Park Center Dr., Suite 1200 Alexandria, VA 23302

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

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  
(<https://www.fns.usda.gov/civil-rights/nds>)