

Child Nutrition Program Complaint Process

Any person who believes he/she/they has been discriminated against in Walden's child nutrition program 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.

Complainants may choose to directly contact USDA with their complaint, they may notify the Utah State Board of Education (USBE), or they may notify Walden administration of their complaint.

Walden will give any complainant a Civil Rights Complaint Form to complete and document all potential complaints in a Civil Rights Complaint Log . If the complainant completes a Civil Rights Complaint Form, he/she/they can return the completed form to a Walden Administrator, send it to USBE, or send it to USDA. Walden will forward all discrimination complaints received to the USBE within three working days. The Civil Rights complaint should contain the following information:

- Name, address, telephone number of the complainant, if provided by complainant (complainants are not required to provide this information)
- Specific location and name of Sponsor or entity (Walden) delivering the service or benefit
- The nature of the incident, action or method of administration that led the complainant to feel discriminated against

[Civil Rights Complaint Forms](#) can be printed for the complainant in the school office and a [Civil Rights Complaint Log](#) will be kept in the school administrative office and secure databases. Walden's Executive Director and CNP Manager will be trained on the school's CNP Civil Rights procedure.