

## **Civil Rights Complaint Procedure**

1. The complainant must report the civil rights complaint to the sponsor.
2. The civil rights complaint should be written in the Civil Rights Complaint Log regardless if the complaint is expressed in writing or verbally.
3. The complainant and/or sponsor are then required to complete the Civil Rights Complaint Form.
4. The following information must be included within the Civil Rights Complaint Form:
  - Name of person with the complaint and contact information
  - Name of the facility/department where the alleged discrimination took place
  - What happened?
  - Which right was violated – race, color, national origin, sex, age, or disability
  - Witnesses – including the names, titles, and business addresses of persons who may have knowledge of the discriminatory action
  - Date the discriminatory action occurred
4. All civil rights complaints, written or verbal, are then forwarded to the State Agency and/or USDA.
5. The complaint is then reviewed and investigated by the State Agency and/or USDA.

### **Important**

- ❖ It is necessary that the information provided be sufficient to determine the identity of the agency or individual towards which the complaint is directed and to indicate the possibility of a violation.
- ❖ Anonymous complaints should be handled as any other complaints.
- ❖ In the event a complainant makes the allegations verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant.

### **Civil Rights Complaint Log**

<http://www.doe.in.gov/sites/default/files/nutrition/civil-rights-compliant-log-revised-10.2015.pdf>

### **Civil Rights Complaint Form**

<http://www.doe.in.gov/sites/default/files/nutrition/complaint-form-revised-10.2015.pdf>

***Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within **180 days** of the date of the alleged discriminatory action.***

This institution is an equal opportunity provider.