

Civil Rights Complaint Log / Verbal Complaint Record

This log is used to document Civil Rights complaints (including verbal complaints) related to USDA/DESE-administered Child Nutrition Programs. All complaints must be accepted, documented, and forwarded according to civil rights procedures.

COMPLAINT INFORMATION

Date Complaint Received: _____

Time Received: _____

Method of Complaint: Verbal Written Email Phone Other _____

Name of Complainant (if provided): _____

Address (if provided): _____

Phone Number / Email (if provided): _____

Is the complainant a participant or applicant? Yes No Unknown

PROGRAM INFORMATION

Program Involved (check all that apply):

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- State Food Program (DESE)
- Other: _____

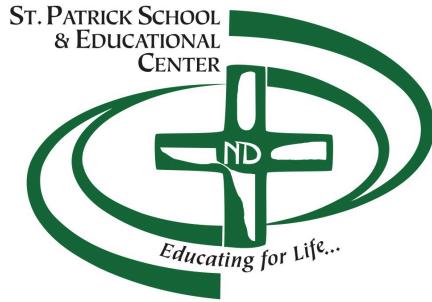
Location / School Site: _____

Staff Person Receiving Complaint: _____

ALLEGATION DETAILS

Protected Class Alleged (check all that apply):

- Race Color National Origin Sex Disability Age
- Reprisal / Retaliation Other: _____



Description of Alleged Discriminatory Action (use complainant's own words when possible):

ACTION TAKEN

Was the USDA Program Discrimination Complaint Form (AD-3027) offered?

Yes No

Was the complaint forwarded within 5 calendar days?

Yes No Date Forwarded: _____

Forwarded To:

State Agency (DESE)
 USDA Office of the Assistant Secretary for Civil Rights

Staff Initials: _____ Date: _____

NOTES / FOLLOW-UP

IMPORTANT NOTICE

All civil rights complaints must be forwarded to the State Agency or USDA immediately. Staff must not attempt to investigate or resolve the complaint locally.

This institution is an equal opportunity provider.