Michigan Department of Education P.O. Box 30008 Lansing, MI 48909 Office of Health and Nutrition Services School Nutrition Programs Phone: (517) 241-5374 Fax: 517-241-5376

Email: mde-schoolnutrition@michigan.gov

School Nutrition Programs Civil Rights Complaint Procedure

Civil Rights Complaint Received by Sponsor (Verbal or Written)

Civil Rights Complaint Documented in Civil Rights Complaint Log

Sponsor gives complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights Complaint Form with complainant

If Complainant Returns Civil Rights Complaint Form to Sponsor

Sponsor forwards Civil Rights Complaint Form to MDE School Nutrition Programs within 5 working days

Send Civil Rights Complaints to: Michigan Department of Education

Office of School Support Service School Nutrition Programs

Civil Rights Consultant

P.O. Box 30008 Lansing, MI 48909

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