

## 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 USDA within  
5 working days

Send Civil Rights Complaints by mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or by fax to (833) 256-1665 or (202) 690-7442; or by email to [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov).