



All Civil Rights complaints, verbal or written, must be submitted within 180 days to:

Office of Public Instruction
School Nutrition Programs
PO Box 202501
Helena, MT 59620-2501

Phone: 406-444-2501
Fax: 406-444-1488

Please obtain and report to School Nutrition Programs the minimum information below. This procedure is in addition to other procedures established by the Local Educational Agency.

Complainant:

Name: _____

Address: _____

Telephone: _____

Person taking complaint:

Name: _____

Title: _____

Address: _____

Telephone: _____

Describe the nature of the incident that led the complainant to feel discrimination was a factor.

On which basis does the complainant feel discrimination exists?

Race

Sex

Color

Age

National origin

Disability

Person who may have knowledge of the discriminatory actions/circumstances of the incident:

Name: _____

Title: _____

Address: _____

Telephone: _____

What are the dates the alleged discriminatory actions occurred, or if continuing, the duration of such actions?

What corrective action (if any) has the Local Educational Agency taken to resolve the complaint? Has the complaint been resolved successfully?

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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