

CHILD NUTRITION PROGRAMS CIVIL RIGHTS COMPLAINT FORM

Complainant Contact Information:

Name: _____

Street, City, State, Zip _____

County: _____ Area Code/Phone Number: _____

Email address: _____

Complaint Information:

1. Specific name and location of the entity and individual delivering the service or benefit:
2. Describe the indecent or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participant:
3. On what basis does the complainant feel discrimination exists (race, color, national origin, sex, age, disability, creed, sexual orientation, religion, gender identity, political party affiliation, actual/potential parental/family/marital status)?
4. List the name, titles, and business address of persons who may have knowledge of the alleged discriminatory action:
5. List the date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions: _____
6. Date complaint received: _____
7. Person receiving complaining: _____
8. Action(s) taken:

USDA is the cognizant agency for the Child Nutrition Programs listed and therefore is the first contact for the six protected classes of race, color, national origin, sex, age and disability for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and not later than 180 days of the discriminatory act. The link for submission of a complaint is: program.intake@usda.gov

In Iowa, protected classes also include sexual orientation, gender identity, religion or creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is:

Iowa Civil Rights Commission / Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-1004

515-281-4121
800-457-4416
<https://icrc.iowa.gov/>