

CIVIL RIGHTS COMPLAINT POLICY AND PROCEDURES FOR SPONSORING ORGANIZATIONS OF CHILD NUTRITION PROGRAMS

Hull Public Schools complies with the Civil Rights Requirements outlined and ensures any complaints against the district's child nutrition program that involves a federally protected class, including race, color, religion/creed, national origin, sex (gender, pregnancy, sexual orientation, and gender identity), age, physical/mental disability, veteran status, genetic information or citizenship, are referred to the Food Nutrition Services Civil Rights Division within 5 days of receipt and the complaint is logged in the district's Civil Rights Complaint Log. This log is maintained by the Business Office Manager.

Complaint Procedures Related to Potential Discrimination Related to HPS Child Nutrition Program

Inform: the person to whom potential discrimination may have or perhaps they feel have potentially occurred and their right to file an official complaint. Consider if parental/guardian notification is appropriate.

- Building-level or district-level administrative staff will offer to share the complaint process steps and let them know it can be submitted anonymously.
- Building-level or district-level administrative staff will ask if they would like to submit an official complaint.
- If no, building-level or district-level administrative staff will clarify what the concerned party would like them to do with the information they are providing. A person who is *reporting a concern* because they want you/someone to help them and is NOT interested in submitting an official Civil Rights Complaint.
 - When the person reports satisfaction that the issue has been resolved, no further steps need to be taken.
- If yes, the building-level or district-level administrative staff will direct the concern to the Superintendent or the Business Manager. The Superintendent or the Business Manager will clarify if the concerned party would like HPS to file the complaint or if the concerned party would like to receive the information to file independently. The decision will be documented in a resolution letter and sent to the concerned party.

Accept: an official complaint in any form

- Complaints can be filed verbally or in writing with any building-level or district-level administrator. All complaints will be processed and filed by the Superintendent or the Business Manager.

Document: the complaint in a complaint log specific to Child Nutrition Programs.

- The Superintendent or designee will speak with the concerned party to complete the [USDA OASCR-P Complaint Form](#).

Share: the complaint within 5 days with the USDA Food and Nutrition Service Civil Rights Division via;

- Mail:
US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- Fax: (202) 690-7442; or
- Email: program.intake@usda.gov

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