

**Michigan Department of Education
Office of Nutrition Services
Prototype Civil Rights Complaint Log**

A log must be completed for a Civil Rights complaint received and forwarded to the USDA. All completed logs must be kept on file in a secure location with limited access. Maintain this record for a period of three years after submission of the final claim for reimbursement for the fiscal year. If an audit finding has not been resolved, retain records beyond the three-year period, for as long as required to resolve the issues raised by the audit.

Date Complaint Received

Description of Complaint (verbal or written)

Date of alleged discrimination

Nature of the complaint

Name and location of program involved

Name of person(s) alleged to have engaged in discrimination

Basis of alleged discrimination

Name of Complainant (Optional)

Contact information for complainant

Date Civil Rights Complaint Form Completed and Returned to Sponsor (yes/no)

Date Civil Rights Complaint Form Forwarded to U.S. Department of Agriculture

Date of Resolution/Closed by USDA

Sponsor's Civil Rights Coordinator

Coordinator Contact Information

Send complete information 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.

The United States Department of Agriculture Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>