



Title:

Civil Rights Complaint Guidelines
Poudre School District

Guideline No.: **CN-500**

Effective Date: **02/27/2025**

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Page No.: **1 of 1**

Introduction

These guidelines are referencing the United States Department of Agriculture (USDA)/Food and Nutrition Service (FNS) Instruction 113-1 (dated 11/8/05) which delineates the civil rights requirements for participants in Child Nutrition Programs (CNP).

District Guidelines

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within **180** days of the alleged discriminatory action.

Accepting a Complaint

All civil rights complaints within Poudre School District's Child Nutrition should be directed to the Child Nutrition Director. The Child Nutrition Director can be reached via phone at 970-490-3557, by mail at 1502 S Timberline St, Fort Collins, CO 80524 or by email at nutrition@psdschools.org. Complaints can be submitted verbally, in writing, or anonymously.

Transcribing a Complaint

Every effort should be made to include the following information when a complaint is received:

- Name, address, telephone number of the complainant
- The date(s) and location during which the alleged discriminatory action occurred
- The nature of the incident or action that led the complainant to feel discrimination was a factor
- The basis on which the complainant believes discrimination exists
- The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action

Forwarding a Complaint

Poudre School District's Child Nutrition will obtain all necessary complaint information and process the complaint within **90** days. The complaint will be forwarded to:

CDE School Nutrition Unit
1525 Sherman Street, Suite 309
Denver, CO 80203

Non-discrimination 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, audiotope, 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: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, 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; (2) fax: 833-256-1655 or 202-690-7442; or (3) email: program.intake@usda.gov. *This institution is an equal opportunity provider.*

Guideline Maintenance

The director of child nutrition, or designee, shall maintain these guidelines.