TOPPENISH SCHOOL DISTRICT – FOOD SERVICES DEPARTMENT PROCEDURE FOR HANDLING COMPLAINTS OF DISCRIMINATION

- 1. Complaints of discrimination must be filed within 180 days of alleged discrimination.
- Complaints of discrimination should be given to the Food Services Director, Toppenish School District Central Office and/or the Human Resource Director of the Toppenish School District. The director will forward the complaint to the United States Department of Agriculture in Washington D.C.
- Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint may do so for the complainant. (Complaint form is attached.)
- 4. Complaints of discrimination should contain as much as possible of the following information:
 - a. Name, address, e-mail address, and telephone number or other means of contacting the complainant.
 - b. The specific location and name of the entity providing the benefits.
 - c. A description of a specific action that caused the complainant to believe that discrimination was a factor.
 - d. Basis on which the complainant feels that discrimination occurred (race, color, nation original, sex, age, disability, or reprisal or retaliation for prior civil rights activity).
 - e. Name and titles, if known, and addresses of persons who may have knowledge of the discriminatory action.
 - f. The date(s) the alleged discriminatory actions occurred or the duration of such action.

TOPPENISH SCHOOL DISTRICT – FOOD SERVICES DEPARTMENT Civil Rights Complaint Form

Address:			
Telephone	Number (include area code)		
E-Mail	Addres	ss	
	List Name/Location of Organ	nization Providing Benefits	:
I	ndicate the discriminatory action or ir	ncident (include date actio	n occurred):
	loes the complainant believe he/she v	vas discriminated against (race color nations
vhat basis c	ioes the complainant believe he/she v	0 (race, color, nationa
	age, disability, reprisal or retaliation fo		
	-	br prior civil rights activity)	?
	age, disability, reprisal or retaliation fo Persons who may have	br prior civil rights activity)	?
n, gender, a 	age, disability, reprisal or retaliation fo Persons who may have discriminatory	br prior civil rights activity) knowledge of the action:	?