Michigan Department of Education
Office of Nutrition Services
School Nutrition Program

MICHIGAN Department of Education

School Nutrition Programs
Civil Rights Complaint Procedure

Civil Rights Complaint Received by Sponsor
(Verbal or Written)

Civil Rights Complaint Documented
in Civil Rights Complaint Log

Sponsor gives Complainant Civil Rights
Complaint Form and/or Sponsor Completes Civil
Rights Complaint Form with Complainant

If Complainant Returns Civil Rights Complaint Form to Sponsor

Sponsor forwards Civil Rights Complaint Form to USDA within
5 working days

Send Civil Rights Complaints 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.