



IDEA Headquarters
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Sponsor MUST
 notify state agency
 immediately.

Procedure for Handling Discrimination Complaints

Instructions for Completing Food & Nutrition Complaint Form

Florida Department of Agriculture and Consumer Services
 Division of Food, Nutrition and Wellness

NSLP CIVIL RIGHTS COMPLAINT OF DISCRIMINATION

IDEA Public Schools

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint no later than 180 days from the date of the alleged discriminatory action. Complaints should be mailed to:

Florida Department of Agriculture and Consumer Services
 Food, Nutrition and Wellness
 407 S. Calhoun St., (H2)
 Tallahassee, Florida 32399

Attn: Civil Rights Compliance Coordinator

Complainant (Person or group that alleges discrimination)

Name _____

Address _____

City _____ State _____ ZIP _____

List other ways to contact you: _____

Complaint Against (Entity delivering program service or benefit)

Name _____

Address _____

City _____ State _____ ZIP _____

Nature of incident(s) or action(s) that led the complainant to feel discrimination was a factor: **(You may write on the back of this form if you need more space.)**

Date(s) during which discriminatory action occurred: _____

If continuing, the duration of such action: _____

DISCRIMINATION EXISTS BECAUSE OF:

- Race Color National Origin Sex Age Disability

Person(s) Who May Have Knowledge of the Discriminatory Action:

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

Date Complaint Sent to USDA Regional Director: _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.