

**Procedures for Accepting and Filing Complaints Relating
to School Lunch Program AR-3535**

I. Right to File a Complaint.

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

II. Acceptance.

All complaints, written or verbal, shall be accepted by the school district and forwarded to the Nebraska Department of Education. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

III. Verbal Complaints.

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort shall be made to have the complainant provide the following information.

- A. Name, address and telephone number or other means of contacting the complainant.
- B. The specific location and name of the entity delivering the program service or benefit.
- C. The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor.
- D. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
- E. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- F. The date(s) during the alleged discriminatory actin occurred, or if continuing, the duration of such actions.

IV. Nondiscrimination Statement.

The following statement is to be included on all school nutrition materials printed by the school, including materials sent to newspapers¹:

"In the operation of school nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against write immediately to the Secretary of Agriculture, Washington, DC 20250."

¹Newspapers that print menus at no cost to the school are not required to print the nondiscrimination statement.