

Hempfield School District Procedure for Food and Nutrition Services (FNS) Civil Rights  
Complaints Pennsylvania Department of Education  
Division of Food and Nutrition

1. Hempfield School District receives a Civil Rights complaint from the complainant (i.e. parent).
  - a) Hempfield School District must inform complainant of Federal Civil Rights rules and regulations that have been established for protected classes. (A protected class is any person or group of people who are protected from discrimination based on):
    1. Race
    2. Color
    3. National Origin
    4. Age
    5. Sex
    6. Disability
  - b) Hempfield School District must provide complainant the necessary information to file a complaint, which is:
    1. Mailing address of the USDA:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410;
    2. USDA's Telephone/Fax numbers and Email address:  
Phone (866) 632-9992  
Fax (202) 690-7442  
Email [program.intake@usda.gov](mailto:program.intake@usda.gov)
    3. Electronic link to file a civil rights complaint:  
[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

**Note:** If the Hempfield School District is unsure if the complaint falls under a protected class, Hempfield School District should provide complainant the federal complaint information.

- c) **After providing the complainant with the information on how to file a Civil Rights complaint directly at the Federal level**, the Hempfield School District may attempt to resolve the complaint if it is a matter that can be resolved quickly. Resolving complaints in real-time at the lowest possible level is encouraged. (**\*Note:** this is not an investigation as neither the Hempfield School District nor the State agency has the authority to conduct complaint investigations. This is simply trying to resolve the situation if it was potentially caused by a miscommunication.)

If the complainant refuses to discuss the matter any further with the Hempfield School District or if the matter cannot be resolved quickly, then the Hempfield School District should:

1. Reiterate the complaint filing procedures in 1)b),
2. Document the complaint and actions taken (i.e. referral to Federal complaint procedures) in a Civil Rights complaint log that is separate from any other complaint log, (**\*Note:** A separate Civil Rights complaint log is necessary due to confidentiality and privacy laws. See complaint log requirements in d) below.), and
3. Notify the State agency of the discussion. (**\*Note:** it is important for the Hempfield School District to notify the State agency because regular communication between the Hempfield School District and State agency is key to operating the program successfully).

If the complainant is willing to try to resolve the issue with the Hempfield School District and a satisfactory resolution is achieved, then the Hempfield School District should still remind the complainant (using the

information in 1)b of his/her right to file at the Federal level if necessary. (\*Note: Complainants retain the right to file at the Federal level even if a resolution seems to have been reached at the Hempfield School District level.) The Hempfield School District needs to document the complaint and actions taken (i.e. how resolution was achieved) in a log that is separate from any other complaint log, and notify the State agency of the resolution.

- d) Regardless if the complainant wishes to file at the Federal level, the Hempfield School District should document as much information as possible in their Civil Rights complaint log including, but not limited to, the following:

Date Complaint Received

Complainant's Name Complainant's

Address Complainant's Telephone Number

Complainant's Email Address

Allegation of Discrimination/Issue (i.e. FNS program involved, protected class(es) involved, etc.)

Date of Alleged Discriminatory Action

1. The Hempfield School District **must forward** the information, **within 5 days of receipt of complaint** from complainant, to the State agency (process depicted below):

State Agency Civil Rights Coordinator - State Agency Director - FNS Regional Office Civil Rights Contact - FNS Headquarters Civil Rights Office - Complainant

2. \*State Agency level **must forward** complaint information, **within 5 days of receipt of complaint** from Hempfield School District, to the FNS regional office.
3. FNS team conducts complaint review and investigation, which includes contact with the complainant, State agency, Hempfield School District, etc.

2) Additional Information:

- a) Complainants must file within 180 days of the alleged action
- b) Confidentiality is extremely important
- c) USDA complaint form:

**English Version:**

[http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)

**Spanish Version:**

[http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf)