

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 MDE
School Nutrition Programs within
5 working days

Send Civil Rights Complaints to: Michigan Department of Education
Office of School Support Service
School Nutrition Programs
Civil Rights Consultant
P.O. Box 30008
Lansing, MI 48909