

Michigan Department of Education Summer Food Service Program Prototype Civil Rights Complaint Log
Date Complaint Received:
Description of Complaint (verbal or written):
Name of Complainant (Optional):
Date Civil Rights Complaint Form Completed and Returned to Sponsor (yes/no):
Date Civil Rights Complaint Form Forwarded to MDE:
Sponsor's Civil Rights Coordinator:
Coordinator Contact Information:
Send complete information to: Office of School Support Services - SFSP Email: mde-sfsp@michigan.gov, or Fax: (517)-373-4022

The United States Department of Agriculture Nondiscrimination Statement:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program 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 is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at

http://www.ascr.usda.gov/complaint_filing_cust.html, or 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:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
fax: (202) 690-7442; or
email: program.intake@usda.gov.

This institution is an equal opportunity provider.