



Central Fulton School District

151 East Cherry Street, McConnellsburg, PA 17233

717.485.3195

www.cfsd.info

Procedures for Food and Nutrition Services (FNS) Civil Rights Complaints:

Should Central Fulton School District receive a complaint the following procedures are in place to resolve the issue:

1. Once a complaint is received, Central Fulton School District will inform the complainant of the Federal Civil rights rules and regulations that have been established.
2. The District will provide the complainant information on filing a complaint as listed below:
 - Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence avenue, SW
Washington, D.C. 20250-9410
 - USDA's Telephone/email:
 - (866) 632-9992 program.intake@usda.gov
 - Electronic link to file a civil rights complaint:
 - www.ascr.usda.gov/complaint_filing_cust.html
3. Once the above information is given to the complainant, the district shall work with the complainant to try and resolve any issue at the district level.

If the complainant refuses to discuss the matter any further with the district or if the matter can not be resolved quickly and at the district level the Central Fulton School District will:

- Reiterate the complaint filing process
- Document the complaint and any action taken in a Civil Rights log that is kept confidential
- Notify the state agency of the discussion

The Central Fulton School District will document the following:

- **Date complaint was received**
- **Complainant's name, address and telephone number**
- **Complainant's email address**
- **Allegation of discrimination issue**
- **Date of alleged discriminatory action**

Within five (5) days, Central Fulton School District will forward the information from complainant to the state agency.

Note:

- **Complaints must file within 180 days of the alleged action**
- **Confidentiality is critical**
- **USDA complaint form: www.ocio.usda.gov/sites**