OCESD Food Service Department Civil Rights Complaint Procedure

1. Keep a copy of the CDE (NSD) Civil Rights and Complaint Procedures handbook for Child Nutrition Programs in your site kitchen. You can locate it at : http://www.cde.ca.gov/ls/nu/cr
2. To file a program or civil rights complaint, contact information may be found in this handbook, the district web site (under food service dept.) or civil rights posters.
3. All civil rights complaints are to be directed to the Civil Right Coordinator or Compliance Officer which is the superintendent of the school district. The Nutrition Service Division Complaint Coordinator can be reached at 916-322-2135.
4. The Civil Rights Coordinator will investigate complaints and follow the uniform complaint procedures written out for the district.
5. Annual civil rights training will include the reading of the Civil Rights and Complaint handbook mentioned above in # 1.