



2315 Centerville Hwy
Centerville, WA 98613

Phone (509) 773-4893
Fax (509) 773-4902

Procedure for Handling Complaints of Discrimination

1. Complaints of discrimination must be filed within 180 days of the alleged discrimination.
2. Complaints of discrimination should be given to the Chief Nutrition Officer of Child Nutrition Services, Office of Superintendent of Public Instruction. Chief Nutrition Officer will forward to the Food & Nutrition Service, Western Regional Office, San Francisco.
3. Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so. (Complaint Form attached.)
4. Complaints of discrimination should contain as much of the following information as possible:
 - a. Name, address, email address, and telephone number or other means of contacting the complainant.
 - b. The specific location and name of the entity providing the benefits.
 - c. A description of a specific action that caused the complainant to believe that discrimination was a factor.
 - d. Basis on which a complainant feels that discrimination occurred (race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation to prior civil rights activity).
 - e. Names and titles, if known, and addresses of persons who may have knowledge of the discriminatory action.
 - f. The date(s) of the alleged discriminatory actions occurred or the duration of such action.

This institution is an equal opportunity provider.