

USDA Civil Rights

In order to recognize a USDA civil rights complaint and how to report one, please read all the information below before sending in your civil rights form.

USDA Civil Rights Form and Documentation

USDA Civil Rights Complaint Form

USDA Civil Right Complaint Log

How to Recognize a USDA Civil Rights Complaint

If a person says their civil rights are being affected the complaint must be treated as a civil rights complaint. Other legitimate complaints may only be voiced or observed as being unequal treatment. In all cases the established procedure is to use a complaint form, the log, referring the request to the civil rights authority in the school district or facility and reporting the complaint to the Oklahoma Department of Education. The complaint can be investigated locally, resolved locally and the Department notified of the resolution.

Potential issues for a civil rights complaint may start with a phone call, letter, email, fax or any form of communication where someone feels they or someone they know has received unequal treatment in the operation of any Child Nutrition Program, i.e. program administration, food service or employment.

There are six protected classes in Child Nutrition Programs and these are race, color, sex, age, national origin, disability. Discrimination is defined as a different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions based on race, color, sex, age, national origin, disability.

To quickly identify a civil rights violation, remember 4 D's

1. Deny Program benefits unfairly
2. Delay Program benefits unfairly
3. Treat Differently (or a policy or practice that has an adverse impact or any form of intimidation or retaliation)
4. Give Disparate Treatment (defined as a policy or practice which, "on the face of it" is not discriminatory, but has a discriminatory impact in practice, also known as the "effects test")

USDA 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 OSDE within 3 Working Days

Send USDA Civil Rights Complaints to:

Executive Director of Child Nutrition Programs

Oklahoma Department of Education

2500 North Lincoln Boulevard, Suite 310

Oklahoma City, OK 73105-4599

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