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| Michigan Department of Education | Office of School Support Services |
| P.O. Box 30008 | School Nutrition Programs |
| Lansing, MI 48909 | Phone: (517) 373-3347 |
|  | Fax: 517-373-4022 |
|  | Email: [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov) |

School Nutrition Programs

Civil Rights Complaint Procedure

| Civil Rights Complaint Received by Sponsor  (Verbal or Written) |
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|  |
| 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 MDE  School Nutrition Programs within  5 working days |

Send Civil Rights Complaints to: Michigan Department of Education

Office of School Support Service

School Nutrition Programs

Civil Rights Consultant

P.O. Box 30008

Lansing, MI 48909

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