|  |  |
| --- | --- |
| 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 |

School Nutrition Programs

Civil Rights Complaint Procedure

| Civil Rights Complaint Received by Sponsor(Verbal or Written) |
| --- |
|  |
| Civil Rights Complaint Documentedin 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 SponsorSponsor 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

*End of Document*