



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

Sponsor MUST
notify state agency
immediately.

NSLP CIVIL RIGHTS COMPLAINT OF DISCRIMINATION

Instructions: Copy and paste the below information on your school's letterhead.

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint no later than 180 days from the date of the alleged discriminatory action. Complaints should be mailed to:

Florida Department of Agriculture and Consumer Services
Food, Nutrition and Wellness
600 S. Calhoun St., Suite 120
Tallahassee, Florida 32399

Attn: Civil Rights Compliance Coordinator

Complainant (Person or group that alleges discrimination)

Name _____

Address _____

City _____ State _____ ZIP _____

List other ways to contact you: _____

Complaint Against (Entity delivering program service or benefit)

Name _____

Address _____

City _____ State _____ ZIP _____

Nature of incident(s) or action(s) that led the complainant to feel discrimination was a factor: (You may write on the back of this form if you need more space.)

Date(s) during which discriminatory action occurred: _____

If continuing, the duration of such action: _____

Discrimination Exists Because Of:

Race Color National Origin Sex Age Disability

Person(s) Who May Have Knowledge of the Discriminatory Action:

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

Date Complaint Sent to USDA Regional Director: _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.