



How to File a Complaint

- Civil rights complaints can be directed to the Nutrition Services Resource Manager,
1500 East 128th Avenue
Thornton, CO 80241
Lisa.hart@adams12.org
720-972-6140
- Complaints can be made verbally, in person or over the phone, or in writing by submitting the Nutrition Services Civil Rights Complaint Form.
- The Civil Rights Complaint Form can be found at www.adams12.org/departments/nutrition
- Complaints may be filed anonymously.
- Complaints must be received within 180 days of the alleged discriminatory action.
- Completion of the Civil Rights Complaint Form is not a prerequisite for filing a complaint.

Information Collected Regarding a Complaint – Complaints will be processed within 90 days.

When filing a complaint, the following information will be requested (verbally, in writing or anonymously):

- Name, address, and telephone number of the complainant – unless the complainant requests to remain anonymous.
- The nature of the incident or action that led the complainant to feel discrimination was a factor.
- The basis on which the complainant believes discrimination exists.
- The names, telephone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action.
- The date(s) during which the alleged discriminatory action occurred.

Forwarding a Complaint

One made, complaints are forwarded to:

- CDE Office of School Nutrition
1580 Logan Street Suite 760
Denver, CO 80205

Resources

- <http://www.cde.state.co.us/nutrition/civilrights>
- <http://www.fns.usda.gov/civil-rights>

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