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|  | MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM | | ISSUED | REVISED | CHAPTER | SECTION |
| | Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL | | 12/90 | 6/12 | 5 | 5.17 |
| CHAPTER Chapter 5. Requirements of Management | | | SUBJECT Civil Rights Complaint Procedure | | | |

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The complaint should include:

- Name, address, and telephone number or other means of contacting the complainant;
- The specific location and name of the entity delivering the service or benefit;
- The nature of the incident or action that led the complainant to feel discrimination was a factor or an example of the method of administration which is having a disparate effect on the public, potential participants, or participants;
- The basis on which the complainant feels discrimination exists;
- The names, titles, and business addresses of persons who may have knowledge of the discriminatory action; and
- The date during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.