

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	4/1/03	6/12	12	12.6
CHAPTER Chapter 12. Complaint and Appeal Procedures		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.

Include in the complaint:

- 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.