

TOPPENISH SCHOOL DISTRICT – FOOD SERVICES DEPARTMENT PROCEDURE FOR HANDLING COMPLAINTS OF DISCRIMINATION

1. Complaints of discrimination must be filed within 180 days of alleged discrimination.
2. Complaints of discrimination should be given to the Food Services Director, Toppenish School District Central Office and/or the Human Resource Director of the Toppenish School District. The director will forward the complaint to the United States Department of Agriculture in Washington D.C.
3. Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint may do so for the complainant. (Complaint form is attached.)
4. Complaints of discrimination should contain as much as possible of the following information:
 - a. Name, address, e-mail address, and telephone number or other means of contacting the complainant.
 - b. The specific location and name of the entity providing the benefits.
 - c. A description of a specific action that caused the complainant to believe that discrimination was a factor.
 - d. Basis on which the complainant feels that discrimination occurred (race, color, nation original, sex, age, disability, or reprisal or retaliation for prior civil rights activity).
 - e. Name and titles, if known, and addresses of persons who may have knowledge of the discriminatory action.
 - f. The date(s) the alleged discriminatory actions occurred or the duration of such action.

