

**CHILD NUTRITION PROGRAMS CIVIL RIGHTS COMPLAINT PROCEDURE**

Students, parents, or staff of Uinta County School District #4 who feel they have been discriminated against may file a Civil Rights complaint. Complaints should be directed to Jeff Newton, Superintendent of Schools at Uinta County School District #4. Complaints may be made verbally, in writing, or anonymously. Person(s) filing a complaint may obtain a complaint form at the district office. However, the complaint form is optional and not a requirement for filing a civil rights complaint. Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. All complaints, written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of Assistant Secretary of Civil Rights within five (5) calendar days of receipt of complaint.

As much as possible, complaints should include the following information:

- Name, address, and telephone number of the complainant.
- The nature of the incident or action that led to the complaint to feel discrimination was a factor.
- The basis of which the complainant believes discrimination exists.
- The names, telephone numbers, titles, and business or personal addresses of person who may have knowledge of the alleged discriminatory action.
- The date(s) during which the alleged discriminatory action took place.

Complaints will be forwarded to:

Wyoming Department of Education School Nutrition Programs  
Child Nutrition Programs State Director, WDE  
2300 Capitol Ave.  
Hathaway Building 2nd Floor  
Cheyenne, WY 82002  
(307)777-6263

Created: November 1, 2017  
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