



## Department of Education

Mike DeWine, Governor  
Paolo DeMaria, Superintendent of Public Instruction

**To:** Sponsors Participating in a Child Nutrition  
**From:** Program Brigette Hires, Director, Office of Nutrition  
**Date:** April 3, 2019, Revised August 23, 2021  
**Re:** Filing a Civil Rights Complaint

### **Purpose**

To outline the policy and process for filing civil rights complaints in a U.S. Department of Agriculture (USDA) sponsored child nutrition program.

The Ohio Department of Education (the Department), as the state agency, abides by all civil rights rules and regulations set forth by the USDA regarding child nutrition programs.

Discrimination is defined as different treatment that makes a distinction of one person or group of persons from others; either intentionally, by neglect, or by the actions or lack of actions from a program ([FNS Instruction 113-1](#)). The USDA prohibits discrimination on the basis of race, color, national origin, age, sex and disability.

### **Policy**

If a participant in a child nutrition has a complaint regarding a possible civil rights violation in a child nutrition program, the sponsor should contact the Department's [Office of Nutrition](#) or the [Department's Title IX](#) designated individual to log the complaint.

Complaints may be made by phone or email. The complainant should provide the following information:

- Name, address and phone number of complainant
- Name and address of agency/individual complainant is regarding, including the IRN number and corresponding child nutrition program
- Protective class(es) involved in the complaint
- Facts regarding the complaint
- Person taking the complaint

The complainant may remain anonymous if desired.

The state agency will send the complaint to the USDA Food and Nutrition Service (FNS) Midwest Regional Office (MWRO) within 24 hours of receipt. The FNS MWRO will follow up and conduct further investigation into the complaint.