

Civil Rights Complaint Procedure for School Nutrition Program

In accordance with the United States Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any school nutrition program.

A participant in the district's school nutrition program who alleges discrimination on the basis of any of the above-listed federally-protected classes has the right to file a complaint within 180 days of the alleged discrimination, in accordance with this procedure.

Filing a complaint

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to Food Service Director Todd Stevens, PO Box 1498, Pagosa Springs, CO 81147; 970-264-2231 x 231; tstevens@pagosa.k12.co.us.

Complaints may be made verbally (in person or over the phone) or may be submitted in writing to the district contact listed above. Complaints may be filed anonymously.

When filing a complaint, the following information will be requested:

1. complainant's name, address and telephone number (unless the complainant wishes to remain anonymous);
2. the nature of the incident or action that led the complainant to feel discrimination was a factor;
3. the basis on which the complainant believes discrimination exists;
4. the names, telephone numbers, titles and business or personal addresses of persons who may have knowledge of the alleged discriminatory action; and
5. the date(s) during which the alleged discriminatory action(s) occurred.

Forwarding a complaint

Within 90 days of the district's receipt of the complaint, the district shall forward the complaint to the following:

CDE Office of School Nutrition
1580 Logan Street Suite 760
Denver, CO 80205

USDA Office of Civil Rights
1400 Independence Ave., SW, Rm 1095-S,
Stop 0206
Washington, DC 20250
(or emailed to program.intake@usda.gov)

The designated agency shall then conduct the complaint review and investigation within the required timeline (90 days).

Adopted: June 13, 2017
Amended: May 14, 2018
Revised: February 9, 2021
Revised: February 13, 2024

LEGAL REF.: USDA Food and Nutrition Service (FNS) Instruction 113-1 (*civil rights compliance and enforcement – nutrition programs and activities*)