



# Civil Rights Complaint Procedure for the Mancos School District

## Accepting a Complaint

---

- A person with a USDA program discrimination complaint must be submitted to **Food Services Director Kacey Armes** or **Superintendent of Mancos Schools Todd Cordrey**.
- Complaints can be accepted verbally, anonymously, or in writing.
- A formal complaint form is available for download on our district website at [www.mancosre6.edu](http://www.mancosre6.edu) form ACE-E-2 or USDA Program Discrimination Complaint Form AD-3027.

## Transcribing a Complaint

---

Make every effort to ensure the following information is documented on the Complaint form

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

## Forwarding a Complaint

---

Indicate the agency complaints are forwarded to

- CDE Office of School Nutrition-<http://www.cde.state.co.us/nutrition/civilrights>
- USDA Mountain Plains Regional Office- <http://www.fns.usda.gov/fns-regional-offices>
- USDA Office of Civil Rights- <http://www.cde.state.co.us/nutrition/civilrights>
- FNS Office of Civil Rights- <http://www.fns.usda.gov/civilrights>

**A copy of the complaint must be forwarded to the Mancos School District's Superintendent Todd Cordrey at 355 W. Grand Ave. Mancos CO. 81328**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.