## Civil Rights Complaint Procedure

Civil Rights Complaint Received by Sponsor (Verbal or Written)

Civil Rights Complaint Documented In Civil Rights Complaint Log

Sponsor gives Complainant Civil Rights Complaint Form and/or Sponsor Completes Civil Rights Complaint Form with Complainant

If Complainant Returns Civil Rights Complaint Form to Sponsor

Sponsor Forwards Civil Rights Complaint Form to ODE within 3 Working Days

Send Civil Rights Complaints to: Director of Child Nutrition Programs

Oregon Department of Education

255 Capitol St. NE Salem, OR 97310