IDA PUBLIC SCHOOLS
3145 Prairie Street
Ida, MI 48140
734-269-3110

FOOD SERVICE PROGRAM
Civil Rights Complaint Procedure

Civil Rights Complaint Received by District
(Verbal or Written)

Civil Rights Complaint Documented
in Civil Rights Complaint Log

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

If Complainant Returns Civil Rights Complaint Form to District

District forwards Civil Rights Complaint Form to USDA within 5 working days

Send Civil Rights Complaints by mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or by fax to (833) 256-1665 or (202) 690-7442; or by email to Program.Intake@usda.gov.