Amite County School District's procedure for receiving and processing Civil Rights complaints alleging discrimination within our Child Nutrition Program is as follows:

**Right to File a Complaint**

Any person alleging discrimination in the Child Nutrition Program based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. The Secretary of Agriculture or his designee may waive the 180 filing deadline for good cause. The reason justifying the waiver must be documented in writing in the complaint file.

None of the procedures set forth by the Amite County School District will prevent a civil rights complaint from being accepted.

**How to File a Complaint**

All civil rights complaints regarding the Child Nutrition Program in the Amite County School District should be directed to the Federal Programs Director. Frontline staff will be instructed on how to handle complaints appropriately should they receive a complaint.

Complaints may be submitted verbally, in writing, or anonymously. If a complaint is submitted verbally or in person, it should be noted by the person taking the complaint. Anonymous complaints will be handled as any other to the extent feasible based on available information.

Verbal Complaints– the person to whom the allegations are made must write up (transcribe) the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

* + Complainant Name, address & phone (email or other contacting means)
	+ Specific location and name of agency delivering the service or benefit
	+ Nature of the incident or action that led the complainant to feel discriminated
	+ What protected base (prohibited basis or protected class) the complainant feels discriminated against
	+ Names, phone numbers, titles, addresses of persons who may have knowledge of the discriminatory action
	+ The date(s) which the alleged discriminatory actions occurred or duration of such actions

Mail or Facsimile:

mail to: PO Box 378, Liberty MS 39645

or send by fax to: (601)657-4291

Any person alleging discrimination may use the Amite County School District Civil Rights Complaint Form or draft their own letter which should include the following:

* + Complainant Name, address & phone (email or other contacting means)
	+ Specific location and name of agency delivering the service or benefit
	+ Nature of the incident or action that led the complainant to feel discriminated
	+ What protected base (prohibited basis or protected class) the complainant feels discriminated against
	+ Names, phone numbers, titles, addresses of persons who may have knowledge of the discriminatory action
	+ The date(s) which the alleged discriminatory actions occurred or duration of such actions
	+ Any supporting documentation or benefit denial letters, if applicable.

**Complaint Processing Procedures**

The Amite County School District will not attempt to resolve any complaint alleging discrimination in the Child Nutrition Program on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability.

The Amite County School District will obtain all necessary complaint information and process the complaint according to and in compliance with federal and state guidelines. Within five calendar days of receiving the complaint, the complaint will be forwarded to the appropriate state and federal agencies (i.e., Mississippi Department of Education and USDA Office of Civil Rights).

**Contact Information**

District Name: Amite County School District

District Address: Po Box 378, Liberty MS 39645

District Phone: (601)657-4361

District Fax: (601)657-4291