

Odyssey Charter School Foods & Nutrition Services CIVIL RIGHTS COMPLAINT PROCEDURES for Child Nutrition Programs

Odyssey Charter School is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Programs, including the National School Lunch Program (NSLP). The Newington Public Schools provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by [FNS Instruction 113-1](#). 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, age, sex, and disability.

Program participants who feel they have been discriminated against while participating in the Child Nutrition Programs, including during the serving of meals, will be instructed to contact Mr. Russell Schellhous, Director of Odyssey Charter School, 801-492-8105, for procedures to voice their complaint. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability, either written or verbal, must be processed within the established time frames.

Right to File

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within **180 days** of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The Director of Odyssey Charter School will not attempt to resolve the complaint themselves, without first providing the complainant with information on how they can file a complaint.

Forms

The Director of Odyssey Charter School will provide, all persons wishing to file a complaint, instructions on where to obtain the [USDA Program Discrimination Complaint Form](#) online or where they can obtain a hard copy. However, use of this form will not be a prerequisite for acceptance of the complaint.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) for assistance in filing a complaint.

Filing a Complaint

The Director of Odyssey Charter School will provide instructions to the complainant on where to forward the completed [USDA Program Discrimination Complaint Form](#).

Verbal Complaints

In the event a complainant wishes to make the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the Director of Odyssey Charter School will write up the elements of the complaint for the complainant utilizing the [USDA Program Discrimination Complaint Form](#).

Acceptance of Written or Verbal

All complaints received by the Director of Odyssey Charter School written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OCR). Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information.

State Agency Notification

If the Director of Odyssey Charter School is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify their [county consultant](#) at the UTAH State Department of Education (USDE). The Director of Odyssey Charter School will provide information as requested by the USDE during the OCR investigation of the complaint.