



Civil Rights Complaint Form

Child Nutrition Programs

The U.S. Department of Agriculture (USDA) and the State of Wyoming respond to concerns and complaints involving all USDA programs and activities. **Anyone wishing to file a complaint may do so by writing a letter, submitting this form, or providing verbal notice to the sponsor, USDA, or Wyoming Department of Education (WDE) in person or by telephone.**

To file a Child Nutrition Programs complaint of discrimination with the WDE, please send an e-mail to Tamra Jackson (tamra.jackson@wyo.gov) or write the Child Nutrition Programs State Director, WDE, 122 W. 25th St. Suite E200, Cheyenne, WY 82002 or call (307) 777-6263.

To file a complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form (https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf) or write a letter addressed to USDA and provide in the letter all of the information requested on 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) E-mail: program.intake@usda.gov

When complaints are registered with the USDA or WDE, the appropriate agency will investigate the incident to see if there has been a misunderstanding or if some corrective action should be taken. Resolution may include education, mediation, and/or other problem-solving opportunities. When complaints are returned to the sponsor, the sponsor will forward them to the WDE.

Please complete the following information:

Name of Complainant		Name of School/Organization		Date
Address	City	State	Zip	Phone

Specific Complaint: Describe in detail the issues, decisions, actions, and/or events related to this complaint. Include what happened, when, where, to whom, and what witnesses were present. (Use Additional paper if necessary.)

