



## Civil Rights (CR) Complaint Procedure

This is a guideline for each Sponsor to use to develop their own procedure.

**CR Complaint received by Sponsor  
(Verbal or Written)**



**CR Complaint documented  
in CR Complaint Log**



**Sponsor gives Complainant CR Complaint Form  
and/or Sponsor assists in completing form**



**If a complainant returns a complaint form  
or provides a verbal complaint the sponsor  
must forward the complaint to the  
State Agency within three working days.**

### **Send Civil Rights Complaints to:**

Director

Child Nutrition Programs

Idaho State Department of Education

PO Box 83720

Boise, ID 83720-0027