



Nutrition Works Civil Rights Complaint Procedure

1. All civil rights complaints will be directed to the Nutrition Works Program Director.
2. Nutrition Works Program Director will document the civil rights complaint call in the civil rights complaint log.
3. Nutrition Works Program Director will give complainant Civil Rights Complaint form and offer assistance if needed.
4. When complainant returns Civil Rights Complaint Form to Nutrition Works, then the Nutrition Works Program Director will forward the Civil Rights Complaint form to the Idaho State Department of Education within three working days.