CIVIL RIGHTS COMPLAINT FORM

Date of the Incident _____

Name of person or persons or agency accused of discrimination: _____

_____

Complaint: Written: _____ (Attach copy) Verbal: _____

Complaint Filed by: Name _____ Date _____

Address _____ City_____ State _____ Zip Code _____

Telephone_____ E-Mail _____

Nature of complaint. (Include location, date, time, and circumstances surrounding the alleged incident, description of what happened, and attach additional pages as necessary. Also include the names, phone numbers, titles, and business or personal addresses of persons who may have knowledge of the alleged discriminatory action.)

While complaints may be anonymous, if you are willing to have a representative of TN Dept of Agriculture or USDA contact you to further investigate the complaint, please sign and date this form below:

_____ _____

Signature Date

Complaint received by: _____

State Notification Date _____

USDA Notification Date _____

Please make a copy for your records. To file a complaint, individuals may write or phone USDA (see below) or TN Dept of Agriculture, Commodity Distribution, Attn: Terry Minton, Box 40627, Nashville, TN 37204 (phone 615-837-5162). Recipient agencies that have received such a complaint must report the complaint **within 5 business days** toTN Dept of Agriculture for further action. TN Dept of Agriculture will notify USDA immediately upon receipt.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or who have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Civil Rights Complaint Form

Nature of Complaint (continued)

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Nature of complaint: