



UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Indian Education
Pueblo Pintado Community School
HCR 79 Box 80, Cuba, NM 87013

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Pueblo Pintado Community School procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs

Submission of Complaint

Complaints can be submitted verbally to school administrator or school kitchen cook/supervisor, in writing, or anonymously. If a complaint is verbally, the school administrator or kitchen cook/supervisor will document the complaint (see Complaint Documentation).

Complaint Documentation

All complaints will be documented, including the nature of the complaint, the basis for the alleged discrimination, and any relevant details about the incident. This will be maintained in a confidential manner. USDA complaint form AD-3027 may be used.

Timeline for Filing

Complainants have the right to file a complaint within 180 days of the alleged discriminatory action.

Forwarding Complaints

Within five (5) days of receiving the complaint, PPCS must forward it to the appropriate office of USDA Food and Nutrition Service, 1320 Braddock Place, Room 334 Alexandria, VA 22314; or by

Email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov.

Processing Complaints

Complaints must be process within 90 days. PPCS will maintain a civil rights complaint log to track all complaints received, forward to USDA, and their resolutions.