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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 0250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

The complaint must be filed within 180 days of the discriminatory action.

A customer may also make a verbal or written complaint to the Executive Director. The Executive Director will forward the complaint to the Child Nutrition Services at the NC Department of Public Instruction.