



# BELFONTE SCHOOL

DISTRICT CO 50  
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BOARD OF EDUCATION  
Robert Vinson, President  
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## Procedure for Filing Complaints of Discrimination

- 1. *Right to File a Complaint:*** Any person alleging discrimination based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA, has a right to file a complaint ***within 180 days*** of the alleged discriminatory action. Under special circumstances, this time limit may be extended by OMA.
- 2. *Acceptance:*** All complaints must be in writing and signed by the complainant. All complaints shall be accepted by the SFA, the State Agency, or Food and Nutrition Service Regional Office (FNSRO). The complaints will be forwarded to the FNSRO (as applicable) and then forwarded at once to the CR Division. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed and to indicate the possibility of a violation. Please see the attached Civil Rights Complaint Form. The person who has allegedly been discriminated against must complete and sign the form.