



**INSTRUCTIONS:** Submit a signed original to DPI and keep a copy for your file.

**JESSICA SHARKUS, DIRECTOR  
 SCHOOL NUTRITION TEAM  
 WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION  
 PO BOX 7841  
 MADISON, WI 53707-7841  
 or email [jessica.sharkus@dpi.wi.gov](mailto:jessica.sharkus@dpi.wi.gov)**

This form is to assist in filing a Discrimination Complaint. You will be contacted by the department regarding your complaint. Use of this form is voluntary. Alternatively, you may report a complaint by contacting the School Nutrition Team by phone 608-267-9228, email [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov), or by contacting the U.S. Department of Agriculture directly (see back of form, Section V).

<b>FOR DPI USE</b>	Date Received <i>Mo./Day/Yr.</i>	Date Forwarded to USDA <i>Mo./Day/Yr.</i>
----------------------------	----------------------------------	---

**I. GENERAL INFORMATION**

Name of Complainant	Complainant's Daytime Phone <i>Area/No.</i>	Complainant's Email
---------------------	---	---------------------

Check here if anonymous

Address *Street, City, State, ZIP*

Location of Incident *Name of facility and address*

**II. SIGNATURE**

Signature of Complainant	Date Signed <i>Mo./Day/Yr.</i>
--------------------------	--------------------------------

**III. CONFLICT DESCRIPTION**

Description of the incident, action, or method of administration that led the complainant to feel discriminated against. *Use additional sheets if necessary.*

**Basis on Which the Complainant Feels Discrimination Exists**

- |  |                                     |  |   |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Race            | <input type="checkbox"/> Age        | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Color           | <input type="checkbox"/> Disability | <input type="checkbox"/> Religion        | <input type="checkbox"/> Income             |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex        | <input type="checkbox"/> Marital Status  |   |

Person(s) Who May Have Knowledge of the Discriminatory Action *Names, titles, business addresses, and phone number(s)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions

Incident 1	Incident 2	Incident 3	Incident 4
------------	------------	------------	------------

**IV. CONFLICT RESOLUTION RECOMMENDATION**

**The USDA recommends using an Alternative Dispute Resolution (ADR) program.**

**ADR definition:** Use of a neutral third party (usually a person acting as a facilitator) to resolve informally a complaint of discrimination through use of various techniques such as fact finding, mediation, peer panels, facilitation, ombudsman support, or conciliation.

<http://www.fas.usda.gov/Admin/civilrights/conflictres.asp> for more information, or contact U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, (866) 632-9992 (toll free), (202) 260-1026, (202) 401-0216 (TDD).

**V. USDA NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Last Modified: November 17, 2015

**VI. DPI USE ONLY**

Name of DPI Staff Documenting Complaint		Complaint Received Via				
		<input type="checkbox"/> Phone call	<input type="checkbox"/> Email	<input type="checkbox"/> Letter	<input type="checkbox"/> Fax	<input type="checkbox"/> PI-6128
		<input type="checkbox"/> Other Specify: _____				
Complainant Referred to USDA Discrimination Complaint Filing Website: <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>			Complainant Sent a <i>USDA Program Discrimination Complaint Form</i>			
<input type="checkbox"/> Yes date referred: _____ <input type="checkbox"/> No			<input type="checkbox"/> Yes date sent: _____ <input type="checkbox"/> No			
Complainant Sent a <i>USDA Conflict Resolution Recommendation Statement</i> (See Section IV)			Complainant told that this form will be forwarded to USDA, and if the Complainant prefers to file with the USDA directly, Complainant has 180 days from the date of incident.			
<input type="checkbox"/> Yes date sent: _____ <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Resolution

All discrimination complaints to the Department of Public Instruction–School Nutrition Team will be directed to Jessica Sharkus, Director.

All verbal or written discrimination complaints must be forwarded to the Civil Rights Division of USDA Food Nutrition Services within three days of receiving a complaint.