



Greater New Bedford Regional Vocational Technical High School

Child Nutrition Programs Civil Rights Complaint Form

Greater New Bedford Regional Vocational Technical High School complies with the Civil Rights Requirements outlined in the Food and Nutrition Service (FNS) Instruction 113-1 and the 2016 Memorandum of Understanding between United States Department of Agriculture Food and Nutrition Service Civil Rights Division and the Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs.

If a participant, parent/guardian, or potential participant reports a concern that involves a federally or state protected class, we will inform, accept, document, and share the complaint or concern in accordance with the procedures within the guidelines and procedures. All complaints are to be submitted to: Yolanda Dennis, Executive Director of Diversity, Equity, Inclusion and Compliance. If you have any questions, please call 508-998-3321 x563 or email yolanda.dennis@gnbvt.edu.

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Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone/Cell Number: _____ **Email:** _____

Today's Date: _____ **Date(s) of alleged incident(s)** _____

Location of Incident: _____

Name of individual(s)/organization you believe is directly involved in the discrimination (please include names): _____

Description of the incident – please list the sequence of events, including dates, if possible, what was said and done, and any relevant facts and statements:

(If additional writing space is needed, please attach additional sheets)

Complaint Received by: _____
Name Title

Date Received: _____ **Time Received:** _____

To the best of my knowledge and belief, the above information is complete, true and accurate and not a “false charge or accusation.”	
_____ Signature	_____ Date

Administrator Taking Action Signature: _____

ACTION TAKEN: _____

DATE ACTION TAKEN: _____