Alabama State Department of Education  
Child Nutrition Programs Complaint Form

For your convenience, you may use this form to file a complaint with the Child Nutrition Programs section of the Alabama State Department of Education. You may also file a complaint directly with the United States Department of Agriculture.*

1. Name of person filing complaint:
   Name: ___________________________ Date of Complaint: __________________
   Address: ___________________________
   Telephone: Home or cell: ___________ Work: ___________________________

2. Name of person/business/agency involved in the incident:
   Name: ___________________________ Date of incidence: _________________
   Address: ___________________________
   Telephone: _________________________

3. Please list below persons, if any, whom we may contact for additional information to support or clarify your complaint.
   Name: ___________________________ Relation to you: ___________________
   Address: ___________________________
   Telephone: Home or cell: ___________ Work: ___________________________

4. Please describe the event. Include what happened, why you believe it happened, other persons involved, and any other information that you think is relevant to this investigation.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Please sign and date:

______________________________________________________________
Signature ______________________________ Date __________________

Follow-up Plan:
Pre-School Nutrition Staff: __________________ Auditing Staff: ______________
Date Assigned: __________________ Date Investigated: __________________
Findings/Resolution: _____________________________________________

* http://www.ascr.usda.gov/faq/faq_prog_discrim_cr.html#whom8