

Civil Rights Complaint Procedures/Form

A complaint may be made on the basis of race, color, national origin, age, sex, or disability. Allegations can be made verbally or in writing. If they are made verbally, the person to whom the allegations are made must write up the elements of the complaint for the complainant, including contact information. If someone wishes to make the complaint directly to the Pennsylvania Department of Education, please refer them to the name and address below.

Name of Person to Whom the Allegations Were Made

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Name of Person Who Made the Allegations

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Explain the allegation in detail:

All allegations/complaints must be submitted to the Civil Rights Coordinator:
Susan Still, Coordinator of Civil Rights,
Child and Adult Care Food Program
PA Department of Education
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333
Phone: 1-800-331-0129, ext. 78455 or Fax: 717-783-6566
E-mail: [sstill@state.pa.us](mailto:ssill@state.pa.us)