

How to file a USDA Program Discrimination Complaint

It is the policy of USDA to ensure that no person is subjected to prohibited discrimination in programs conducted by USDA or programs that receive Federal financial assistance from USDA. In programs conducted by USDA, discrimination on the bases of race, color, religion, sex, age, national origin, marital status, sexual orientation, disability, or because all or a part of an individual's income is derived from any public assistance program. In programs that receive Federal financial assistance from USDA, discrimination on the bases of race, color, religion, sex, age, disability, or national origin is prohibited. (Not all bases apply to all programs.)

There are two ways to file a complaint.

1. You can call the Office of Civil Rights (CR) at (202) 720-5964; TTY (202) 402-0216, or locally you can contact the USU Affirmative Action/Equal Employment Opportunity Office at (435) 797-1266.
2. You can write us a letter. Include the following in your letter:
 - Your name, address and phone number.
 - The name, address, and phone number of your attorney or authorized representative, if you are represented.
 - The basis of your complaint. The basis is what you believe was the source of the discrimination you experienced, such as your race, color, national origin, gender, religion, age, disability, or, where applicable, political beliefs, marital status, familial status, sexual orientation, income, or because all or part of your income is derived from any public assistance source (not all bases apply to all programs).
 - The date(s) that the incident you are reporting as discrimination occurred. Please note that our office has authority to investigate only actions that took place no more than 180 days prior to the filing of your complaint. If the discrimination occurred more than 180 days ago, you may request a waiver of the filing requirement. A waiver may be granted for the following reasons: (1) the discriminatory act could not reasonably be expected to be known within the 180-day period; (2) illness or incapacitation; (3) the same complaint filed with another Federal, state, or local agency; and (4) any other basis determined by the Director of Civil Rights, USDA. If you wish to request a waiver, please explain why you failed to file within the 180-day period.
 - The name of the individual(s) whom you believe discriminated against you and the agency or recipient that employs that/those individual(s).
 - The issue(s) of your complaint. The issue is the incident that occurred, or the action that was taken by the individual(s) or agency that discriminated against you, which caused you some harm. Explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have documents to support your description of the discrimination you are reporting, provide a copy of the supporting documents.

Mail your letter to:

USDA Office of Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250

Locally, mail your letter to:

Affirmative Action/Equal Opportunity
1475 Old Main Hill
Logan, UT 84322-1475

How to file a USDA Program Discrimination Complaint. USDA's Office of Civil Rights, 2002,
<<http://www.usda.gov/da/cr/Program%20Procedures.htm>> (20 May 2003).

Discrimination Complaint Process Flowchart. USDA's Office of Civil Rights, 2002,
<<http://www.usda.gov/da/cr/ProgramFlowchart.pdf>> (20 May 2003).