

Civil Rights Complaint Procedure For Participants And Applicants

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

Anyone wishing to file a complaint may do so by one of the following options:

1. You may contact Kidco Head Start directly either in writing or verbally. A complaint form will be provided to you, and if needed, assistance in completing the form. You may file the complaint with the USDA or State of Oregon directly (see below for contact information) or with Kidco Head Start. Complaints returned to Kidco will be forwarded to the State of Oregon within three (3) days.
2. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.
3. To file a complaint with the State of Oregon, write: Civil Rights Specialist, Oregon Department of Education (ODE), 255 Capitol Street NE, Salem OR 97310-0203 or call: (503) 378-3600 ext 2708 or TDD: (503) 378-2892.

When complaints are registered with the USDA or State of Oregon, the incident will be investigated to determine if there has been a misunderstanding or if some corrective action should be taken.

Should you have any questions regarding these procedures, please contact:

Civil Rights Compliance Coordinator
Kidco Head Start
300 Market Street, Suite 200
Lebanon, Oregon 97355
(541) 451-1581