

**USDA – FOOD AND NUTRITION
SERVICE CIVIL RIGHTS POLICY
FOR THE BASIC FOOD* PROGRAM**

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

To file a complaint of discrimination, write to:

**USDA, Director
Office of Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410
1-800-795-3272 (voice)
202-720-6382 (TTY)**

USDA is an equal opportunity provider and employer.

*At the federal level, the Basic Food Program is known as the Supplemental Nutrition Assistance Program.

Basic Food Discrimination Complaints

If you believe the Department of Social and Health Services has discriminated against you, or if you know of discrimination in the Basic Food Program, on the grounds of race, color, national origin, age, sex, disability, use of dog guide or service animal, political beliefs, religion, creed, sexual orientation, or recently separated veteran status or other protected veteran status, please report that discrimination to the Human Resources Division, Investigations Unit (IU), Department of Social and Health Services within 180 days of the discriminatory act. This report can be made by completing the form on the reverse side or by calling our office.

**IU Contact Numbers
(360) 725-5807
1-800-521-8060
TTY (360) 586-4289
TTY 1-800-521-8061**

We need specific information to show that, despite meeting eligibility requirements, you were denied benefits or treated poorly based on the reasons listed above. Information will be kept as confidential as possible.

The Human Resources Division, Investigations Unit (IU) staff will review your complaint to determine if we are authorized to investigate your allegations. If so, an IU staff will be assigned to begin an investigation. If the allegations are substantiated, we will recommend appropriate action be taken.

Retaliation Prohibited

The Department of Social and Health Services will not tolerate retaliation against an individual because they filed a complaint or assisted in the investigation of a complaint.

You may also file your complaint directly with:

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Office of Civil Rights
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