## Article 1 - Philosophy, Goals, Objectives

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

## 2. <u>Conditions Applicable to All Levels of Complaint Procedure</u>

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## Section 5 School Lunch & Breakfast

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- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: <u>program.intake@usda.gov</u>
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