



**THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)-
 CIVIL RIGHTS AND DISCRIMINATION COMPLAINT FORM**

This Civil Rights and Discrimination Complaint must be completed to alert the IDHS TEFAP Manager of any potential Civil Rights and Discrimination complaints that took place during a TEFAP distribution time frame. Email the completed form to DHS.IEFP@illinois.gov.

Person filing complaint:		Date:
Mailing Address (include City, Zip Code):		
E-mail Address:	Telephone (include Area Code):	
Name of Site:		
Site Address (include City:)		
Distribution Date:	Distribution Time:	

Details of Complaint:

Complaint taken by:	Date complaint taken:	Time complaint taken:
Name of Foodbank Staff or DHS Emergency Food Program Manager Contacted:		Date:

Details of resolution of complaint:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- mail:**
 U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410; or
- fax:**
 (833) 256-1665 or (202) 690-7442; or
- email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.