Extension Operations
121 Umberger Hall
Manhattan, KS 66506
(785) 532-5790

File:
Programs: Program Discrimination Procedures and Complaints

Procedure to Respond to a Program Discrimination Complaint

1. The poster "And Justice For All" states that "the U. S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities". Any individual who believes they have been denied access to extension programming is encouraged to contact their local extension office.

2. If possible, the local unit director should discuss the concern with the complainant, apprise them of their rights and obtain the following documentation. In the absence of the local unit director, any agent, office professional or program assistant should be knowledgeable of the process and be prepared to obtain the documentation.

3. As an alternative, the individual may contact the Associate Director of K-State Research and Extension, 123 Umberger Hall, Manhattan, KS 66506-3401.

4. Or they may write the USDA, Director - Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD).

DOCUMENTATION:

a. Name and address of the complainant
b. Date of the complaint
c. The basis for the complaint (was it because of race, color, religion, national origin, sex, age, or disability?)
d. The nature of the alleged program discrimination complaint.
e. The date and circumstances under which the alleged discriminatory action occurred.
f. The program area involved.
g. The name of the staff member allegedly involved in the discriminatory action.

This information is to be forwarded to the area extension director and the associate director who will investigate the complaint.

K-State, County Extension Councils and U. S. Department of Agriculture Cooperating.
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