



Civil Rights Complaint Procedure

Civil Rights Complaint Received by Sponsor
(Verbal or Written)

Document Civil Rights Complaint in the Complaint Log

- Institution gives Complainant Civil Rights Complaint Form to be Completed
- OR
- Institution Completes Civil Rights Complaint Form with Complainant

All Completed Civil Rights Complaint Forms Received **MUST** Be Reviewed by the Sponsor **IMMEDIATELY**

Sponsor Forwards **ALL** Civil Rights Complaint Forms to HCNP within 5 Working Days of **RECEIPT**

Send Civil Rights Complaints to: Hawaii Child Nutrition Programs
650 Iwilei Road Suite 270
Honolulu, HI. 96817

Fax Number (808) 587-3606