



Wyoming Department of Education

Richard Crandall, Director

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Wyoming Department of Education CACFP
Child Nutrition Programs Policy CACFP 01-14
Effective 10/23/2013

Formal Complaint Procedures

PURPOSE:

To set forth the Wyoming policy regarding the complaints or concerns of other CACFP participating centers or homes. If any part of this policy conflicts with the regulations or memoranda issued by the USDA, the federal regulations and memoranda shall take precedence.

SCOPE:

This relates to participating CACFP centers and Sponsors of CACFP affiliated and unaffiliated centers and/or homes of a Sponsoring Organization

DESCRIPTION:

If you have a complaint or concern about a CACFP home, center or Sponsoring Organization we are requiring that this complaint or concern be presented to the Wyoming Department of Education in a formal letter sent through the mail. The USDA requires that we document all concerns or complaints that we receive. It is difficult for us to have this documentation when we receive concerns or complaints on the phone or through email.

All complaints and concerns need to be formally written and sent to:

Tamra Jackson
Nutrition Programs Supervisor
Wyoming Department of Education
2300 Capitol Ave.
Hathaway Building 2nd Floor
Cheyenne, Wyoming 82002

SOURCE:

Wyoming Department of Education
Nutrition Programs Section
Child and Adult Care Food Program