

Civil Rights Complaint Procedure

IQRA ISLAMIC SCHOOL | SCHOOL NUTRITION PROGRAMS

2824 13th Avenue South • Minneapolis, MN 55407

Purpose and policy

Iqra Islamic School provides equal treatment and access to USDA child nutrition program benefits. Discrimination based on federally protected classes applicable to child nutrition programs—including race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity—is prohibited. Iqra will remove barriers to participation and treat all applicants, students, and families with respect and dignity.

Any person who believes discrimination has occurred in a USDA child nutrition program may file a complaint, generally within 180 days of the alleged action. Iqra will not retaliate against anyone who raises a concern or files a complaint.

Receiving complaints

Iqra accepts written, verbal, in-person, and anonymous civil rights complaints. An employee receiving a complaint must promptly refer it to the designated official below. Staff will provide language or communication assistance when needed; a person does not have to submit the complaint in English or complete a specific form.

Designated child nutrition complaint official: Khaleef Warsame, Executive Director.

Location: Iqra Islamic School, 2824 13th Avenue South, Minneapolis, MN 55407.

Documenting a complaint

When a complaint is made verbally and the complainant does not wish to write it, the designated official will record the information available, including:

- Complainant's contact information, if provided (anonymous complaints are accepted).
- Date received and whether the complaint was verbal, in person, or written.
- School/site and location of the alleged incident.
- Factual description of the alleged action and its date(s), including whether it is ongoing.
- Alleged basis of discrimination, as reported by the complainant.
- Names and contact information of possible witnesses or other persons with information, when known.

Referral deadlines and confidentiality

Iqra will promptly forward the complaint to USDA or to the Minnesota Department of Education (MDE) at mde.fns@state.mn.us. Under MDE's Civil Rights Complaint Procedure Template:

- Complaints alleging age discrimination: forward within five working days of receipt.
- All other civil rights complaints: forward within five calendar days of receipt.

Iqra will maintain complaint records in a secure location and share information only with authorized persons who need it to carry out the complaint process. Iqra will cooperate with the appropriate agency. The designated agency, not school meal-service staff, makes formal findings or determinations.

How to file directly with USDA

Individuals may file directly with USDA using the USDA Program Discrimination Complaint Form (AD-3027) or a letter describing the complaint. Staff must not require a family to file through Iqra first.

USDA complaint information and the current form: <https://www.fns.usda.gov/civil-rights/usda-program-discrimination-complaint-form>

MDE Child Nutrition Civil Rights resources:

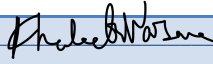
<https://education.mn.gov/MDE/dse/FNS/CivilRight/SchoolNutritionPrograms/index.htm>

Refer to the current USDA complaint form for the applicable submission address, fax, and other filing methods. Iqra will use current agency contact information rather than outdated contact details.

Recordkeeping and follow-up

The Executive Director will maintain a confidential record of the date received, date referred, referral destination, supporting documentation, and any agency communications. Complaints will be processed under the applicable agency procedure; MDE's template describes a 90-day complaint processing and closure period. Iqra will implement any required corrective action and document it without altering original complaint records.

Authorization

Responsible official	Khaleef Warsame, Executive Director
Signature	
Effective / initiated date	2022-2023 SY
Last updated	09/02/2026

Iqra is an equal opportunity institution.