

Policy for Handling Discrimination Complaints

Policy: All cafeterias will display the updated nondiscrimination poster in a prominent location for public viewing in the serving area.

Procedures: The cafeteria manager or unit supervisor will:

1. Listen to parent complaints or concerns, try to answer questions, and provide them with a discrimination complaint form to be completed.
2. The completed form will be forwarded to the district Child Nutrition Director.

Procedures: The Child Nutrition Director will:

1. Forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture at:
Food and Nutrition Division
P.O. Box 12847
Austin, TX 78711
2. Texas Department of Agriculture will forward information to USDA.

Discrimination Complaint Form

Complainant Name: _____

Complainant Address: _____

Complainant telephone number: _____

List other ways to contact the Complainant: _____

Name and address of person(s) or organizations you are filing a complaint against:

Tell what incidents happened that made you feel you had been discriminated against and the dates they occurred.

State on what basis you feel discrimination exists (race, color, national origin, sex, age, or disability). List names, titles, and addresses of persons who may have knowledge of the actions given in number 6 above.

Name:

Title:

Address:

Date:

All complaints, written or verbal, shall be accepted by the school district and forwarded to the Food and Nutrition Division, Texas Department of Agriculture.