



Rockdale Child Nutrition Programs Procedure for a Discrimination Complaint

The following guidelines are to be followed should anyone come forward with a discrimination complaint within the Child Nutrition Programs at this Contracting Entity.

- Any person that approaches Child Nutrition Program staff and claims they have been discriminated against should be encouraged to complete the Discrimination Complaint Form. A member of the Child Nutrition Program can assist with the process. If the person chooses not to complete the form, the staff assisting the person may take the information verbally and complete this form. That person will identify themselves on the complaint form as the person who transcribed the complaint and will indicate on the form how the complaint was made: verbally, in writing, or in person.
- The Discrimination Complaint Form, once completed or completed as best as possible, is forwarded to the Tiffany Whitsel, Asst. Superintendent. Mrs. Whitsel can be reached directly at:
Child Nutrition Services, Rockdale ISD, 520 W. Davilla, Rockdale, Texas 7656, 512-430-6000
- The Director forwards the Discrimination Complaint Form to the Texas Department of Agriculture, Food and Nutrition Division, Compliance Department. The Contracting Entity will not attempt to resolve the complaint without forwarding the complaint to TDA.
- Complaints can also be sent directly to the United States Department of Agriculture (see information below) or to the Texas Department of Agriculture, Food and Nutrition Division.

Mailing Address:

PO Box 12847, Austin, TX 78711-2847

Phone:

877-TEXMEAL, (877) 839 -6985

Fax:

(888) 203-6593

Email:

squaremeals@TexasAgriculture.gov

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