



STAFFORD MSD

CHILD NUTRITION DEPARTMENT

**Policy for Handling Discrimination Complaints
How to File a Complaint**

Policy: Stafford MSD participates in United States Department of Agriculture (USDA) Food and Nutrition programs. Complaints may be completed if you believe you have been subjected to discrimination in any United States Department of Agriculture (USDA) program or activity and you wish to file a complaint of discrimination. All complaints are forwarded to the Texas Department of Agriculture.

Procedures:

1. Use the link below to file a complaint with the Texas Department of Agriculture (TDA) website. The complaint form is provided in a Bilingual format.
<https://squaremeals.org/About/Contact-Food-and-Nutrition>.

For assistance with the complaint process, or if you do not have access to an electronic device to submit your complaint, please call us TDA at (833) 862-7499 and someone will assist you.

2. Use the link below to file a complaint with USDA Food And Nutrition Service website. The complaint forms are currently in English and Spanish.
<https://www.fns.usda.gov/cr/discrimination-complaint-form>.

For assistance with the complaint process, or if they do not have access to an electronic device, please call Toll-free: (866) 632-9992.

3. To file a complaint in-person regarding discrimination of any Child Nutrition Programs, please visit:

Stafford MSD Child Nutrition Office
Stafford Elementary School
1250 Constitution Ave, Stafford Texas 77477