



## **Procedure for Receiving and Processing Complaints Alleging Civil Rights Discrimination within Food and Nutrition Service School Meal Programs**

Any individual or interested third party, public agency, or organization may file a complaint alleging discrimination based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

All civil rights complaints are to be directed to the Director of Operations & Facilities, Rogelio Mendoza.

Mail:

Cristo Rey Jesuit College Preparatory School of Houston  
Operations & Facilities Department  
6700 Mt. Carmel St.  
Houston, Texas 77087; or

email:

[rmendoza@crestoreyjesuit.org](mailto:rmendoza@crestoreyjesuit.org)

The Director of Operations & Facilities will maintain a log of all complaints and work with the appropriate people to resolve the complaint. If the nature of the complaint appears discriminatory, the complaint should be forwarded to the USDA National Office.

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.