



PFLUGERVILLE ISD CIVIL RIGHTS COMPLAINT PROCEDURE

TDA Complaint Form

TDA provides the TDA complaint form at <https://squaremeals.org/About/Contact-Food-and-Nutrition> that anyone may use to submit a complaint directly to TDA. A physical copy of the form is not available. If the CE's complaint procedure includes providing a physical copy of the form, the CE may print and provide the form's instructions instead.

Persons may notify any office staff member or cafeteria manager of a/the complaint. The complainant will then be directed to the Civil Rights Complaint form (information at each location via handout). Once complete, the complainant or food service recipient will forward form to Child Nutrition Director who will submit to TDA.

Persons may also file directly with TDA

Persons may file complaint directly and may also file a complaint verbally or in writing. Persons may submit forms/ complaints on their own (via directly, phone/ in person, or in writing) per USDA guidelines

This institution is an equal opportunity provider