



Policy for Handling Discrimination Complaints

Policy: A written complaint procedure for reporting and filing a discrimination complaint must be established. All cafeterias will display the most current United States Department of Agriculture (USDA) nondiscrimination poster in a prominent location in the serving area for public viewing.

The complaint may be filed in one of two procedures:

Procedure One: The school staff member will:

1. Listen to the complainant and provide the person with the Momentous School discrimination complaint form to be completed and instructions on how to file the complaint.
2. The complaint can be reported to the school staff member verbally, in writing, or in person.
3. The completed form will be submitted to the district Child Nutrition Director by the school staff member.
4. The Child Nutrition Director will submit the complaint form to the Food and Nutrition Headquarters at:

Texas Department of Agriculture
Food and Nutrition Division
P.O. Box 12847
Austin, TX 78711
FAX: (888) 237-5226
FN.QAQC@TexasAgriculture.gov

5. The Texas Department of Agriculture will submit the complaint form to USDA.

Procedure Two: The complainant may complete and submit the complaint form directly to:

Texas Department of Agriculture
Food and Nutrition Division
P.O. Box 12847
Austin, TX 78711
FAX: (888) 237-5226
FN.QAQC@TexasAgriculture.gov

U.S. Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

OAC@usda.gov



Schools Complaint Form

To file a complaint, complete this form and submit it to the Child Nutrition Director, Maria Roque. All complaints, written, verbal, or in person, are automatically forwarded to the Texas Department of Agriculture.

Check if you'd like to remain anonymous

I. Contact Information for Person Submitting the Complaint

(Please record your name, address, telephone number, and additional contact information in the spaces below.)

First Name	Middle Initial	Last Name
------------	----------------	-----------

Address	City, State, and Zip Code	Best Telephone Number for You
---------	---------------------------	-------------------------------

Are there other ways we can contact you? *(If yes, list them in the box. Other ways might include an email address or a different telephone number.)*





II. Reason for the Complaint

(Provide information about the complaint with as much detail as possible for questions (A-E). Attach additional paper if more space is needed.)

A. What is the name and address of the entity you are filing the complaint about?

B. If this complaint is against an individual, enter the person (or persons) name and contact information in this box. If the complaint is not against an individual, record a check in the box in front of N/A.

N/A—This complaint is not against an individual.



MOMENTOUS SCHOOL

C. Describe the complaint with as much detail as possible, including the date and time incident occurred. If you have any relevant documentation that supports the complaint or alleged violation, attach that documentation to this form.

D. If there are other people who have knowledge about this event, please provide their names, titles, and address/contact information. *(Attach additional sheets if you need more space.)*

Name	Title	Address/Contact Information

E. What is the basis or the type of discrimination you feel occurred? *If the complaint is not based on discrimination, record a check in the box in front of N/A.*

N/A – This complaint is not based on discrimination.

(Check the boxes that apply.)

Race Sex

Color Age

National Origen Disability

Signature of Complainant

	Date:
--	-------

-----This Space to Be Completed by Person Receiving the Complaint -----	
Name of Person Receiving Complaint:	<input type="checkbox"/> Complaint was translated <i>(Check this box if this complaint from was completed by a person other than the complainant)</i>
Staff Person Assigned to Address Complaint:	Date Forwarded to the Texas Department of Agriculture:





In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.
