Nazareth ISD Discrimination Complaint Procedures

Food & Nutrition Program

The following process outlines the procedures for filing a complaint regarding Nazareth ISD's Food and Nutrition Program. The Child Nutrition Department prohibits discrimination based on race, color, national origin, sex, age, or disability. ***Cafeteria will display the nondiscrimination poster in a prominent location for public viewing in the meal service area.**

Procedures:

- A complaint can be reported to the Child Nutrition Department verbally, in writing, or in person.
- A complaint may also be filed directly with TDA or USDA.
- The Child Nutrition Administrative staff (FSD) will document the complaint on the TDA Food and Nutrition Complaint form, indicating method of complaint and person who received the complaint.
- The Child Nutrition Administrative staff (FSD) will submit the complaint and any documentation to TDA by mail, fax, or by emailing a scanned copy.
  Fax number 888-237-5226
  A Copy of the Complaint Form will be forwarded to the **Texas Department of Agriculture** at:
  Food and Nutrition Division
  P.O. Box 12847
  Austin, TX 78711

- The Child Nutrition staff will not attempt to resolve any complaint without first forwarding the complaint to TDA. However, the Child Nutrition staff, School District Official (Superintendent), and/or School District designee may initiate resolution of the complaint while waiting for a response from TDA.
- Documentation of any complaint and any resolution will be retained by the Child Nutrition Department.
- The Child Nutrition Administrative staff (FSD) will notify the appropriate District Official for Sample ISD about the complaint.

****For assistance – call Dr. Kara Garlitz at 806-945-2231.**