

Canyon ISD
Discrimination Complaint Procedures
Food & Nutrition Program

The following process outlines the procedures for filing a complaint regarding Canyon ISD's Food and Nutrition Program. The Child Nutrition Department prohibits discrimination based on race, color, national origin, sex, age, or disability.

Policy:

All cafeterias will display the nondiscrimination poster in a prominent location for public viewing in the meal service area(s).

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. This form is located at <https://squaremeals.org/About/ContactFoodandNutrition.aspx>
- The Child Nutrition Administrative staff (FSD) will submit the complaint and any documentation to TDA by mail, fax, or by emailing a scanned copy.
(TDA 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 (Assistant Superintendent of Business and Operations), 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 Canyon ISD about the complaint.

For assistance, call 806-677-2600.