



Rockdale ISD

The Child Nutrition Programs Procedure for a Discrimination Complaint.

The following guidelines are to be followed should anyone come forward with a discrimination complaint within the Child Nutrition Programs at this Local Education Agency.

- Any person that approaches the Child Nutrition Program Staff and claims they have been discriminated should be encouraged to complete the Discrimination Complaint Form. A member of the Child Nutrition Program can assist with the process. If the person chooses not to complete the form, the staff assisting the person may take the information verbally and complete the form.
- If the person declines assistance from the Child Nutrition Program they may take their complaint to the District Program Director in the administration building.
- The Discrimination Complaint Form, once completed or completed as best as possible, is forwarded to the District Program Director in the administration building.
- The District Program Director will forward the Discrimination Complaint Form to the Texas Department of Agriculture, Food and Nutrition Division, Compliance Department.