



Archdiocese of Galveston-Houston

SY 2018-2019

Policy for Handling Discrimination Complaints

Policy: All cafeterias will display the current nondiscrimination poster in a prominent location for public viewing in the serving area.

Procedures: The cafeteria manager or unit supervisor will:

1. Listen to parent complaints or concerns, try to answer questions, and provide them with a discrimination complaint form to be completed, or complete one for them. Verbal or written discrimination complaints must be accepted.
2. Discrimination complaints will be forwarded to the entity's Child Nutrition Director.
Catholic School Office
Attention: Child Nutrition Director
2403 Holcombe Blvd.
Houston, Texas 77021
Fax: 713.741.7379
Email: nmacias@archgh.org

The Child Nutrition Director will:

1. Forward the discrimination complaint to the Food and Nutrition Division of the Texas Department of Agriculture at:
Food and Nutrition Division
P.O.Box 12847
Austin, TX 78711
2. Texas Department of Agriculture will forward information to USDA.
Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov.

