
Jacob Galvan – Director of Child Nutrition

COMPLAINTS ALLEGING DISCRIMINATION

Child Nutrition Program Policy

All Child Nutrition Program complaints, written or verbal, alleging discrimination shall be handled in the following manner:

- Verbal or written complaints shall be accepted by Child Nutrition Program personnel or any district personnel using the [Local Complaint Form](#) found on the Seguin ISD website.
- If received by district personnel, the complaint shall be forwarded to the Child Nutrition Department
- Child Nutrition Program personnel will forward complaint to District Hearing Official and Child Nutrition Program Division of the Texas Department of Agriculture (TDA).

Complaints may also be filed directly to the TDA:

- To file directly to TDA, use the [TDA Complaint Form](#) on the Seguin ISD website → Child Nutrition → Non Discrimination Statement, and follow the instructions, or ask for a form from the Child Nutrition Department office at 1105 N King St, Seguin, TX 78155
- To Contact TDA directly at
 - **Physical Address:** 1700 N. Congress, 10th Floor, Austin, TX 78701
 - **Mailing Address:** PO Box 12847, Austin, TX 78711-2847
 - **Phone:** 877-TEXMEAL, (877) 839 -6325; Fax: (888) 203-6593
 - **Email Contact:** squaremeals@TexasAgriculture.gov
 - **Website:** www.squaremeals.org

Complaints may also be filed directly to the United States Department of Agriculture (USDA):

- Complete the **USDA Program Discrimination Complaint Form, (AD-3027)** found online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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:**
 - USDA 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

During the complaint review process, if the complaint is regarding meal benefit eligibility, the complainant will continue at current status of benefits until the complaint has been resolved.

For any additional question, comments, or concerns, please contact the Child Nutrition Department

- **Phone – (830)-401-8636**
- **Email - dreyna@seguin.k12.tx.us**
- **Physical Address:**
 - **1105 N King St.**
 - Seguin, TX 78155**

USDA Nondiscrimination Statement:

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [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.

USDA is an equal opportunity provider, employer, and lender.

EXCEPTIONAL STUDENTS TO EXCEPTIONAL CITIZENS