

CASA GRACIA NON-DISCRIMINATION STATEMENT:

Casa Gracia dba Trinity Charter School is responsible for ensuring that all persons having equal access to the school nutrition program. The CE, sub-distribution agency, and distribution site cannot discriminate in employment or program participation based on the following classes:

- Race
- Color
- National Origin
- Sex
- Age
- Disability

Trinity Charter School must strictly adhere to and enforce the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). The additional protected classes included in the nondiscrimination statement and complaint-filing procedures below apply to other USDA programs and employment activities.

TEXAS DEPARTMENT OF AGRICULTURE
Food and Nutrition Division Complaint Form (Complaint Form)

SECTION A

TO FILE A COMPLAINT, COMPLETE THE FOLLOWING:

¹ CONTACT INFORMATION (PERSON FILING COMPLAINT)

<input type="checkbox"/> Check if Anonymous		Complaint Type: CHOOSE AN ITEM.
First Name	Last Name	Phone and/or E-mail
Mailing Address	City, State, ZIP Code	

² COMPLAINT ABOUT A CONTRACTING ENTITY OR INDIVIDUAL

Name and Address of contracting entity (CE) delivering service or benefit (if applicable) Casa Gracia DBA Trinity Charter School: Brenham 4150 Hwy 36 S Brenham, Texas 77833	CE ID (if known) 05288
If complaint is against an individual, enter the name and contact information	Relationship to CE or individual

Describe complaint in detail, including date and time incident occurred. Please attach any relevant documentation that supports the complaint or alleged violation

SECTION B

TO LIST PERSON(S) WITH INFORMATION OR KNOWLEDGE ABOUT THE INCIDENT, COMPLETE THE FOLLOWING:

¹ WITNESS INFORMATION

First Name	Last Name	Phone and/or E-mail
Mailing Address	City, State, ZIP Code	

SECTION C

¹ COMPLAINANT SIGNATURE	
<input checked="" type="checkbox"/> SIGNATURE NOT AVAILABLE	
Signature of Complainant Complaint received via Email	Date

SECTION D

¹ TDA INTERNAL USE ONLY	ESC REGION CHOOSE AN ITEM.	F&N REGION CHOOSE AN ITEM.
Complaint Received by	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Walk-in <input type="checkbox"/> Fax <input type="checkbox"/> Mail Service <input type="checkbox"/> Footprint Ticket	
IQ Number and/or Footprint Ticket	F&N Program Section <input type="checkbox"/> CACFP <input type="checkbox"/> SFSP <input type="checkbox"/> SNP <input type="checkbox"/> Commodities <input type="checkbox"/> Employee <input type="checkbox"/> Other:	
F&N Receiving Staff	Title	Date
Referred To	Title	Date

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,
- if received by district personnel, the complaint shall be forwarded to the Child Nutrition Department and
- Child Nutrition Program personnel will forward complaint to District Hearing Official and Child Nutrition Program Division, Texas Department of Agriculture (TDA).

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