



Ambassadors Preparatory Academy

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www.apagalv.org

Policy for Handling Discrimination Complaints

Policy: Cafeteria will display the updated non-discrimination poster in a prominent location for public viewing in the serving area.

Procedures:

- 1) The Cafeteria Manager will listen to the complaint and/or concern, try to answer questions, and provide them with a Discrimination Complaint Form to be completed.
- 2) The completed form will be submitted to the APA Child Nutrition Director.
- 3) The Child Nutrition Director will forward the completed Discrimination Complaint Form to the Food and Nutrition Division of the Texas Department of Agriculture at:

Texas Department of Agriculture
Food and Nutrition Division
P. O. Box 12847
Austin, TX 78711

- 4) The Texas Department of Agriculture Food and Nutrition Division will forward the information to U.S. Department of Agriculture (USDA).