

**POTH ISD CAFETERIA  
POLICY FOR HANDLING DISCRIMINATION COMPLAINTS**

**Policy:** The cafeteria will display the updated nondiscrimination poster in a prominent location for public viewing in the serving area.

**Procedures:** The cafeteria manager will:

1. Listen to parent complaints or concerns, try to answer questions, and provided them with a discrimination complaint form to be completed.

2. The completed form will be forwarded to the Texas Department of Agriculture at:

Food and Nutrition Division

P.O. Box 12847

Austin, TX 78711

3. Texas Department of Agriculture will forward the information to the USDA.