



Log of Civil Rights Complaints

G & Nutrition Centers of Texas, Inc.

14511 Falling Creek Dr. Suite #104

Houston, Texas 77014

(281) 580-8200

To submit a complaint, upload this form to ghnutritionctrx.org

For questions regarding this form email: compliance@ghnutrition.org

DATE COMPLAINT RECEIVED	DESCRIPTION OF COMPLAINT	NAME OF COMPLAINANT (optional)	DATE OF THE CIVIL RIGHTS COMPLAINT FORM COMPLETED & RETURNED TO SPONSOR	DATE OF CIVIL RIGHTS COMPLAINT FORWARDED TO GHNC



Civil Rights Complaints Procedures

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Houston, Texas 77014

Division of Child Nutrition Program Number: (281) 580-8200

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Complaints

CEs and sponsored sites must have procedures for processing complaints. Staff at all locations must be able to provide documentation of the procedures and an explanation of the complaint process. **Complaints must be forwarded to GHNC immediately.**

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be written or verbal. If the complainant makes a verbal complaint, the person to whom the allegation is made must write up the elements of the complaint and should make every effort to obtain the following information:

- Name, address, and telephone number or other means of contacting the complainant,
- The specific location and name of the organization participating in the CACFP,
- The nature of the incident or action that led to the complaint of discrimination,
- The basis on which the complainant believes discrimination exists (race, color, national origin, age, disability or sex.),
- The names, telephone numbers, titles, and business or personal address of persons that may have knowledge of the alleged discriminatory action, and
- The date(s) during which the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).

If a civil rights complaint is filed, the CE must forward it to USDA immediately. Sponsors are also responsible for forwarding civil rights complaints filed with a site to USDA.

The complaints should be sent to: USDA Food and Nutrition Service Attn: Regional Civil Rights Director 1100 Commerce St. Dallas, Texas 75242 A courtesy copy should be sent to Community.Ops@TexasAgriculture.gov.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

G & H Nutrition Centers of Texas, Inc. Information Only

Sponsor's Staff Name: _____ **Date:** _____