

Prescott Valley School

FNS School Meal Program Discrimination Reporting Procedure

1. Complaints alleging discrimination within the FNS (Food and Nutrition and Service) School Meal Program may be filed in writing and must be delivered to a member of administration or may be submitted via email to info@prescottvalleyschools.com
2. Written or emailed complaints should include, at a minimum, the following: explain the nature, location, and date of the discrimination, the student's name, grade level, and a statement containing how the complainant would like to see the complaint resolved.
3. Any complaints alleging discrimination with the FNS (Food and Nutrition and Service) School Meal Program will be reviewed by administration. Prescott Valley School will respond in writing to any complaints within 2 weeks of receipt.
4. Prescott Valley School will make available the USDA Program Discrimination Complaint Instructions and Form should a complainant wish to pursue a complaint further if they are not satisfied with the school's remedy to the situation.

Contact information:

928-772-8744

rgonzalez@prescottvalleyschools.com