

## **INSTRUCTIONS FOR Food & Nutrition Complaint Form**

The Food & Nutrition (F&N) Complaint Link is provided for a person wishing to file a complaint with F&N at the Texas Department of Agriculture. This Link is available in English and Spanish at <https://squaremeals.org/About/ContactFoodandNutrition.aspx>

For assistance with the complaint process, or if you do not have access to an electronic device to submit your complaint, please call us at (833) 862-7499 and someone will assist you.

### **CONTACT INFORMATION (of Person Filing Complaint)**

- Enter your First Name and Last Name OR you may select Anonymous.
- Enter your E-mail Address (Optional)
- Enter your Mailing Address and Phone Number (Optional)

### **COMPLAINT ABOUT A CONTRACTING ENTITY OR INDIVIDUAL**

- CE ID (if applicable) - If known, enter the Contracting Entity identification number assigned by TX-UNPS.
- CE Name – Enter the name of the contracting entity.
- Relationship to CE or individual - Enter the type of relationship you have with the Contracting Entity or individual (e.g., customer, employee or co-worker).
- Describe complaint in detail - Provide relevant details including names, dates, times and specific allegations.

**Upload Supporting Documents in the box provided.**

### **SUBMIT**

When finished, Press Submit.

A letter of acknowledgment will be sent within two TDA business days of complaint receipt by the Compliance Collaboration Administrative Assistant. In the event the letter of acknowledgment has not been received within one week, please call (833) 862-7499 for assistance.