

Civil Rights Fact Sheet

All forms of communication available to the public regarding program availability must contain the appropriate nondiscrimination statement. The nondiscrimination statement must be prominently displayed on the document.

The current nondiscrimination statement is:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.

NOTE: The only protected classes covered under the Child Nutrition Programs are race, color, national origin, sex, age, or disability. - U.S. Department of Agriculture Letter, May 24, 2013



The short statement can be used on flyers, posters, or documents that are one page by nature, in a font no smaller than the text.

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- FNS Instruction 113-1, Page 15(1X)(d)(2)

- Title VI of the Civil Rights Act of 1964 and Title 45, *Code of Federal Regulations*, Part 80 requires that there be no discrimination based on national origin. Limited English Proficient people have the right to ask for free language interpretation of oral or written material.
- In all communications where photographs or other graphics are used, participants of different races, colors, and national origin shall be portrayed.

More guidance on this subject can be found in the Nutrition Services Division Handbook at <http://www.cde.ca.gov/ls/nu/cr/documents/crhandbook.doc>.