

Date: December 4, 2015

To: Authorized Representatives and Food Service Directors of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

From: Jessica Sharkus, RDN, CD
Director-School Nutrition Team

Subject: Revised Equal Opportunity Public Notification Policy - **Updated USDA Nondiscrimination Statement**

This memo is to inform you that on June 2, 2015, the Office of the Assistant Secretary for Civil Rights' Policy staff released Departmental Regulation (DR) 4300-003, Equal Opportunity Public Notification Policy. This DR updates the Nondiscrimination Statement and the "*And Justice for All*" poster.

Per USDA, here is the timeline guidance for updating all documents, pamphlets, websites, etc. with the updated Nondiscrimination Statement:

1. Websites must be updated by December 31, 2015;
2. Documents, pamphlets, brochures, etc. using Nondiscrimination Statement language prior to the 2013 version must be updated by December 31, 2015;
3. Documents, pamphlets, brochures, etc. using 2013 Nondiscrimination Statement language should be updated when supplies are exhausted or by September 30, 2016; and
4. All new printing must use the 2015 Nondiscrimination Statement.

New "*And Justice for All*" posters are in the design/printing phase. State agencies will receive posters from USDA at some point in the future for distribution to SFAs. Until DPI receives the new posters, please continue to post the old "[And Justice for All](#)" posters.

Enclosed is a copy of the updated Nondiscrimination Statement in both English and Spanish. They can also be found electronically on our [civil rights webpage](#).

If the material or document is too small to permit the full statement to be included, the material MUST, at a minimum, include the following shortened version: "This institution is an equal opportunity provider."

Reminders:

- Wording for either statement must be exact and cannot be changed in any way.
- The formatting for the longer statement CANNOT be altered.

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- The font size should be the same as the majority of the font used in the document.
- The shorter version of the Nondiscrimination Statement may be used for broadcast advertisements/public service announcements.

Examples of informational materials that require the Nondiscrimination Statement

- School websites
- Letters
- Enrollment forms
- Menus (if public receives copies)
- Print advertisements
 - Flyers
 - Brochures
 - Posters
- Agency publications
 - Parent/Student handbooks
 - Employee handbooks
 - Newsletters

Please feel free to [contact us](#) with any questions.

English Version

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, audiotope, 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.

Spanish Version

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) Correo: 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; o
- (3) Correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.