

## Nondiscrimination Statement Update

<b>Nutrition Services Division Management Bulletin</b>	
<b>Purpose:</b> Policy	
<b>To:</b> School Nutrition Program Sponsors, Child and Adult Care Agencies, and Summer Food Service Program Sponsors	<b>Number:</b> USDA-CNP-08-2013
<b>Attention:</b> Food Service/Program Directors	<b>Date:</b> December 2013
<b>Subject:</b> Nondiscrimination Statement Update	
<b>Reference:</b> U.S. Department of Agriculture Letter May 24, 2013	

This Management Bulletin (MB) provides the current nondiscrimination statement that is required on all communications to the public regarding the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) Child Nutrition Programs (CNP). The current version is:

**The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

**“USDA is an equal opportunity provider and employer.”**

**Note:** The only protected classes covered under the CNPs are race, color, national origin, sex, age, or disability.

If the material is too small (half a page or less) to permit the full statement to be included, the material must, at a minimum, include the statement, in print no smaller than the text, **“This institution is an equal opportunity provider and employer”** (FNS Instruction 113-1, Page 15[IX][d][2]).

**Short version only (exception):** When using the short version of the statement, please note that the word “Institution” can be substituted for the agency name (i.e., “The XYZ School District is an equal opportunity provider and employer” or “The USDA and California Department of Education are equal opportunity providers and employers”).

All published information and other forms of communication, such as radio and television announcements, that are made available to the public and are related to federally-funded CNPs must include this statement. The statement shall be in English and in all languages appropriate to the local population, including alternative means of communication, such as Braille, large print, or audiotape. The USDA does not require that the full statement be in the

same font size as the text of the material, but the text must be large enough to be readable. Sponsors must place the statement in a prominent location in all publications, including leaflets, brochures, bulletins, and newspaper announcements.

If you have any questions regarding this MB, please contact Shirley Rhodes, Civil Rights and Complaints Coordinator, Child Nutrition Program Administration, by phone at 916-323-8521 or 800-952-5609, or by e-mail at [srhodes@cde.ca.gov](mailto:srhodes@cde.ca.gov).

#### **Related Content**

[USDA Civil Rights](#) - United States Department of Agriculture (USDA) Food & Nutrition Service (FNS) policies and procedures about nondiscrimination in the administration of the child nutrition and food distribution programs.

[NSD Civil Rights and Complaints Handbook](#) - MB NSD-CNP-02-2010: Nutrition Services Division Civil Rights and Complaints Handbook.

**Questions: Nutrition Services Division | 800-952-5609**

Last Reviewed: Friday, January 10, 2014