



TO: Sponsors of the School Nutrition Programs , Summer Food Service Programs and Child and Adult Care Food Program

FROM: Vonda Cooke, M.S., R.D.
State Director, Child Nutrition Programs

DATE: November 10, 2015

RE: Nondiscrimination Statement & Civil Rights Requirements
(revised with USDA October 14, 2015 memo)

Nondiscrimination Statement

All School Nutrition Program (SNP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP) sponsors are required to utilize the following Nondiscrimination Statement on documents provided to the public.

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) E-mail: program.intake@usda.gov.*

This institution is an equal opportunity provider.

The Pennsylvania Department of Education (PDE), Division of Food and Nutrition (DFN), encourages the use of this document in its entirety; however, in specific circumstances where space is limited, the statement “this institution is an equal opportunity provider and employer,” may be utilized.

And Justice for All Posters

It is a requirement that Sponsors of the SNP, SFSP and CACFP display in food service areas the *And Justice for All* poster.

The *And Justice For All* posters reflecting the updated NDS are in the design/printing phase. After they are printed, DFN will distribute posters upon availability. Until then, posters can be printed from the following link <http://www.fns.usda.gov/sites/default/files/475C.pdf>.



Civil Rights Training

Sponsors participating in the SNP, SFSP and CACFP must provide Civil Rights training to staff that interact with program applicants or participants and their supervisors. Sponsors must maintain records of who attended the training and documentation that the following topics were covered:

- Collection and Use of Data
- Effective Public Notification Systems
- Complaint Procedures
- Compliance Review Techniques
- Resolution of Noncompliance
- Requirements for Reasonable Accommodations of Persons with Disabilities
- Requirements of Language Assistance
- Conflict Resolution
- Customer Service

Civil Right training for sponsors and their staff, which includes all of the required information, is available for:

- School Nutrition Program Sponsors, on the School Nutrition Toolbox, at [**www.schoolnutritiontoolbox.org](http://www.schoolnutritiontoolbox.org)
- Child and Adult Care Food Program Sponsors, on their Child Nutrition Toolbox, at [**http://www.childnutritiontoolbox.com](http://www.childnutritiontoolbox.com)
- Summer Food Service Program Sponsors, [**http://www.childnutritiontoolbox.com](http://www.childnutritiontoolbox.com)

**please note – these training modules will be updated by December 31, 2015.