

**POLICY BULLETIN  
CHILD NUTRITION PROGRAMS****NSLP 31-13  
SFSP 13-13****July 9, 2013****Re: USDA Non-discrimination Statement (English & Spanish)****Contact: Charlene S. Allert, M.P.H.****PH: 801-538-7563**

The U.S.D.A.'s Policy staff updated the nondiscrimination statement. Below is information which we hope will answer your questions as well as provide clarification of the requirements under the new Statement.

- The Statement implementation date was May 24, 2013.
- Continued use of existing forms is permitted until further notice.
- New forms and publications must be printed with the updated Statement.
- Websites, online applications and IT systems should be updated immediately.
- Any written materials which currently requires the full Statement should be replaced with the revised full Statement.
- Per FNS Instruction 113-1, the full Statement is required to be used in its entirety; only verbiage and phone numbers have changed.
- Where permissible, the Short Statement may be used: "USDA is an equal opportunity provider and employer." Please note use of the shorter version is the exception, not the rule.
- The revised Nondiscrimination Statements apply to all programs and are to be used by (and apply to) all State Agencies, recipients, and sub-recipients; including but not limited to Vendors.
- A new *And Justice for All* poster will be printed and distributed to State agencies when the Department Regulation is issued. Until then, the existing posters remain authorized for use.
- The bases applying to all FNS programs have not changed. Local representatives must be aware of the program's protected bases and advise applicants and participants accordingly. The protected bases for child nutrition programs are: race, color, national origin, sex, age and disability.
- The public notification requirement also requires proper posting of Civil Rights information, including (but not limited to) use of the *And Justice for All* poster and use of the Nondiscrimination Statement on applications, notices, and other forms. (FNS Instruction 113-1 Sections IX, X, XI, and Appendix A)
- Use of the program appropriate Nondiscrimination Statement without alterations is required (see above). If a State has an additional statement or other protected bases that apply only at the State and Local level, the additional information may be added (separately) at the end. (FNS Instruction 113-1 Section IX.)

MPSN-1

For FNS nutrition assistance programs, State or local agencies, and their sub-recipients, must post the following nondiscrimination statement:

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.

The short statement is: The USDA is an equal opportunity provider and employer.

The Spanish version of the long statement is:

El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés "USDA") prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y, según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios prohibidos se aplicarán a todos los programas y/o actividades laborales).

Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a [program.intake@usda.gov](mailto:program.intake@usda.gov).

Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español).

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

The Spanish versión of the short statement is: El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

If you have any questions regarding the use of the civil rights statement, please contact your specialist.