Civil Rights Nondiscrimination Statement

**(FOR USE ON PRINTED MATERIALS)**

**9.2020**

Per the September 2, 2020 communication from the United States Department of Agriculture Civil Rights’ Policy staff, the following Nondiscrimination Statement is to be used for materials that are printed on paper (materials where someone is not able to click on the hyperlinks and would need to see the URLs) for the National School Lunch and School Breakfast Programs.

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 [https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf%22%20%5Ct%20%22_blank), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, 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.

The full statement must be included on outreach material when notifying potentially-eligible participants how to apply for benefits or when informing participants about their right to file a complaint. Use the full nondiscrimination statement on materials larger than one page.

If the material is too small to contain the full statement, the material at minimum must include the following statement:

**“This institution is an equal opportunity provider.”**

These statements must be included on any document that references FNS programs.

Documents that do not reference FNS programs are exempt.

**Place this page in your Civil Rights complaint manual for easy reference.**

This institution is an equal opportunity provider.