

USDA Updated USDA Non-Discrimination Statement

The USDA non-discrimination statement was updated this year. The SNT mailed a memo to all authorized representatives and food service directors on December 4, 2015 regarding the changes. This memo, which includes the updated statement in English and Spanish, can be found on the SNT website at <http://dpi.wi.gov/school-nutrition/school-nutrition-team-communication/mailings>. Several key points are outlined below, but please refer to the memo for full details about proper use of this statement.

The full, updated statement is included on the right side of this page. The short version of the statement is "This institution is an equal opportunity provider."

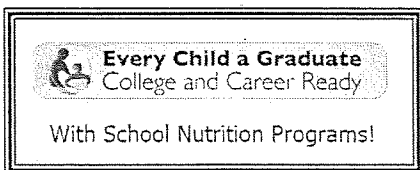
Keep in mind, the following rules must be followed when using the non-discrimination statement:

- Wording for either statement must be exact and cannot be changed in any way.
- The formatting for the longer statement CANNOT be altered.
- The font size should be the same as the majority of the font used in the document.
- The shorter version of the non-discrimination statement may be used for broadcast advertisements/public service announcements.

An example of an appropriate place to use the short version is on the lunch and breakfast menus distributed to families each month, as there is not room for the full statement.

All new printing must use the updated 2015 non-discrimination statement. Existing resources and documents using non-discrimination statement language prior to the 2013 version were required to be updated by December 31, 2015 and existing resources and documents using 2013 non-discrimination statement language should be updated when supplies are exhausted or by September 30, 2016.

The USDA non-discrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.



Current non-discrimination statement:

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 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.

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Claire Meier, RDN, CD, Public Health Nutritionist, School Nutrition Team
Wisconsin Department of Public Instruction
P. O. Box 7841
Madison, WI 53707-7841
(608) 266-9356
claire.meier@dpi.wi.gov



DPI Toll-Free Helpline: (800) 441-4563
SNT Fax: (608) 267-0363
SNT Home Page: <http://dpi.wi.gov/school-nutrition>
SNT Staff Directory:
<http://dpi.wi.gov/school-nutrition/directory>



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