


New 2014

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MEMORANDUM

TO: National School Lunch Program Sponsors
Child and Adult Care Food Program Sponsors
Fresh Fruit and Vegetable Program Sponsors
Summer Food Service Program Sponsors

FROM: Richard J. Goff, Executive Director 
Office of Child Nutrition

SUBJECT: USDA Civil Rights

DATE: January 25, 2016

Attached please find the updated Nondiscrimination Statement (NDS) for use by our State and local agencies and their sub-recipients. The Office of Child Nutrition's website has been updated to contain this most current version of the NDS. Please ensure that your websites and printed materials are updated based on the guidance that follows at the conclusion of this notice.

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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