

USDA Non-Discrimination Statement Child and Adult Care Food Program

Guidance for Usage:

The Child & Adult Care Food Program (CACFP) is a federally funded program which requires the inclusion of the complete USDA non-discrimination statement, or inclusion of the short version of the nondiscrimination statement, on all program forms and informational materials. The purpose of the statement is to inform applicants, participants, and potentially eligible persons of the program availability, program rights and responsibilities, the policy of non-discrimination, and the procedure for filing a complaint.

The full non-discrimination statement must be used in its' entirety and in print size no smaller than the material's text font. The statement must be presented in the same format (using the same spacing) as below. The usage requirements in FNS Instruction 113-1 have not changed-only the verbiage. If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print size no smaller than the material's text font that *"This institution is an equal opportunity provider."* Please note that the use of the shorter version is the exception, not the rule.

Use of printed existing forms (with the old statement) is permitted. New forms and publications must be printed with the updated statement. Websites, online applications, IT systems and social media should be updated immediately.

USDA 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.

This institution is an equal opportunity provider.

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