

800. Incorrect non-discrimination statement provided or not observed on school website, must be added.

1. * Please ensure that you are using the following Non-Discrimination Statement in all program-related materials, including your website. **Personalization of the non-discrimination statement is not permitted.**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. *fax:*

(833) 256-1665 or (202) 690-7442; or

3. *email:*

Program.Intake@usda.gov

This institution is an equal opportunity provider.

The **short version** of the non-discrimination statement should be used in the following situations:

- On flyers, posters, or documents that are one page by nature, in a font no smaller than the text.
- In public information releases, publications, and on posters concerning nutrition program activities, except menus.
- On vital documents such as applications, complaint forms, and notices that impact benefits or accessibility, like free language access for Limited English Proficient clients and reasonable modifications for disabled clients.
- In materials produced by USDA/FNS for employees, the public, applicants, or participants about the program, how to apply for benefits, or if an adverse action will be taken.

The short version of the USDA nondiscrimination statement is: **"This institution is an equal opportunity provider."** This statement should be included in all public information releases, publications, and on posters concerning nutrition program activities, except menus. It is important to ensure that the print size is no smaller than the text in the document