



MEMO

TO: Sponsors of the School Nutrition Programs, Summer Food Service Programs and The Child Adult Care Food Program

FROM: Vonda Cooke, M.S., R.D.
State Director, Child Nutrition Programs

DATE: June 6, 2016

RE: Nondiscrimination Statement & Civil Rights Requirements

This Memo includes revisions and replaces the November 10, 2015 PDE-200 & 200a Memos on PEARS, Download Forms.

On October 14, 2015, the United States Department of Agriculture (USDA) provided guidance on the updated Nondiscrimination Statement (NDS) in the attached memo, PDE 200. All School Nutrition Program (SNP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP) sponsors are required to utilize the following Nondiscrimination Statement on documents provided to the public.

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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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) E-mail: program.intake@usda.gov.

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