

Aspects Protected by the Civil Right Law for Child Nutrition Programs

1. Color - Act VI
2. Race - Act VI
3. Age - Age Discrimination Act
4. Sex - Title IX Education Amendment
5. Disability - Secc. 504 Rehabilitation
6. Nationality - - - Act VI

Civil Rights Public Policy Statement

In accordance with Federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and 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.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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:

- mail: U.S. Department of Agriculture Office of The Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442;
- email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Civil Rights Law Special Instruction FNS 113-1 2020

USDA United States Department of Agriculture

AND JUSTICE FOR ALL

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Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivo de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición aplican a todos los programas.)

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativa para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar el formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de sus derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de correo postal: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; o fax: (833) 256-1665 o (202) 690-7442; correo electrónico: program.intake@usda.gov. Esta institución ofrece igualdad de oportunidades.

FNS 113-1 - Special Instruction 2020

Acta aprobada en el consejo de FNS 113-1, febrero de 2014

CIVIL RIGHTS LAW

Special Instruction FNS 113-1

LAW PURPOSE

The Civil Rights Law seeks to prevent or eliminate discrimination if any.

DEFINITION OF DISCRIMINATION

The act of distinguishing one person from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected bases.

LAW REQUIREMENTS

The Federal Rules of Food and Nutrition Services, Section 113-1 of the Civil Rights Law, provides that **all entities that operate or administer USDA Child Nutrition Programs must comply with inform** sponsors, applicants, participants and employees about the availability of these services. They should focus on their rights and responsibilities for non-discrimination policy and procedures for filing and guide a complaint about violation of some protected areas.



CONTINUED: LAW REQUIREMENTS

- ⇒ Announce by some media the availability of food services and public policy the NON Discrimination Statement.
- ⇒ Convey the message of equal opportunity in all photographic and other graphics that are used to provide program or program-related information.
- ⇒ Display the poster of "JUSTICE FOR ALL" in each food service area and at the administration office or bulletin board, visible to the general public.
- ⇒ Keep information about Civil Rights Law and Programs in Spanish and English.
- ⇒ Include the NON DISCRIMINATION STATEMENT in all informational materials that mention USDA programs, including sponsor's web site.
- ⇒ Train staff annually.
- ⇒ Advise the complainant on the alternatives it has to obtain the USDA Program Discrimination Complaint Form.
- ⇒ Perform monitoring visits annually as required by current program regulation and Civil Rights requirements.
- ⇒ Keep an active file with everything related to the Civil Rights, such as, memorandum, circular letters, Procedure to guide complaints, evidence of training, etc.
- ⇒ Disclose that services are available to persons with disabilities who require alternative means of communication or assist people with Spanish or other language limitations (LEP).
- ⇒ Maintain dignified treatment towards people with disabilities.
- ⇒ Provide to participants modified diets according to law.

Organizations that receive federal funds as community faith-based entities ("FBCO") may not discriminate based on religion or religious beliefs against the programs beneficiaries or potential beneficiaries.



BASIC PROCEDURE TO GUIDE

COMPLAINT

1. Advise the complainant on the alternatives it has to obtain the USDA Program Discrimination Complaint Form.
2. The complainant should complete the form that can be accessed by different ways:
 - ⇒ online
 - <https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>
 - ⇒ at any USDA Office
 - ⇒ calling (866) 632-9992
3. The complainant must submit the complaint form or letter, if prefer, by one of the following alternatives:
 - ⇒ by mail: (refer to the statement)
 - ⇒ by fax: (833) 256-1665, (202) 690-7442
 - ⇒ by email to: program.intake@usda.gov
4. Persons with disabilities who require alternative means of communication for program information 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.

The person or their representative that understands that has been discriminated against, has up to one hundred and eighty (180) days to file the same. The law prohibits any form of reprisal, even if the original complaint had no basis or foundation. This may result in a finding or deficiency to the entity where the complaint occurs.

