



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: March 10, 2015
RE: Civil Rights Requirements

MESSAGE:

Nondiscrimination Statement

On May 24, 2013 the United States Department of Agriculture (USDA) provided guidance on the Nondiscrimination Statement. 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. The Pennsylvania Department of Education (PDE), Division of Food and Nutrition (DFN) encourages the use of this document in its entirety, however, in specific circumstances where space is limited the statement "USDA is an equal opportunity provider and employer," may be utilized.

"The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer."

"And Justice for All" Posters

It is a requirement that Sponsors of the SNP, SFSP and CACFP display in food service areas the "And Justice for All" poster. Due to revisions, posters are not available to be ordered, however they can be printed from the following link <http://www.fns.usda.gov/sites/default/files/475C.pdf>



Civil Rights Training

Sponsors participating in the SNP, SFSP & CACFP must provide Civil Rights training to staff that interact with program applicants or participants and their supervisors. Sponsors must maintain records of who attended the training and documentation that the following topics were covered:

Collection and Use of Data

Effective Public Notification Systems

Complaint Procedures

Compliance Review Techniques

Resolution of Noncompliance

Requirements for Reasonable Accommodations of Persons with Disabilities

Requirements of Language Assistance

Conflict Resolution

Customer Service

Civil Right training is available on the School Nutrition Toolbox at www.schoolnutritiontoolbox.org