


Memorandum

Date: January 29, 2016

To: School Food Authorities
School Food Service Administrators
SFSP Sponsors

From:  Stephanie N. Robinson, Division Director, School Support Division

Subject: USDA Nondiscrimination Statement

A **NEW** U.S. Department of Agriculture (USDA) nondiscrimination statement was recently issued. State agencies, local agencies, or other sub-recipients are required to incorporate the following USDA nondiscrimination statement into all materials and sources, including Web sites, used to inform the public about Food and Nutrition Service's child nutrition programs:

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, (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

500 Greymont Avenue, Suite F | Phone (601) 576-5000
P.O. Box 771 | Fax (601) 354-7595
Jackson, MS 39205-0771 | www.mde.k12.ms.us

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.

NOTE: Public notification materials that have the previous statement may be used until they are depleted; however, new forms and publications must be printed with the updated statement. Websites, online applications and IT systems should be updated immediately. Additionally, we will share updates to the statements and “And Justice for All” posters as they are received.

If you should have any questions, please contact your Program Specialist or the Help Desk at (601) 576-4955.

16-24-CN