



Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
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DATE: November 12, 2015

TO: Food Service Directors/Managers

FROM: Paula Tyner-Doyle, Coordinator

SUBJECT: Compliance Dates for Updated Nondiscrimination Statement for Use on Child Nutrition Program Materials and the “And Justice for All” posters

On June 2, 2015, the Office of the Assistant Secretary for Civil Rights’ Policy staff, released Departmental Regulation (DR) 4300-003, Equal Opportunity Public Notification Policy. The DR updates the Nondiscrimination Statement and the “And Justice for All” poster.

The DR, which includes the Nondiscrimination Statement language for USDA programs, can be found at: <http://www.ocio.usda.gov/policy-directives-records-forms/directives-categories/whats-new>. The revised 2015 Nondiscrimination Statement must be used on all Child Nutrition Program materials, including websites, pamphlets, brochures and all correspondence sent to families for program purposes.

The USDA has proposed the following timeline to update all Child Nutrition Program materials as follows:

1. Websites must be updated by November 20, 2015;
2. Documents, pamphlets, brochures, etc. using Nondiscrimination Statement language prior to 2013 must be updated by December 31, 2015;
3. Documents, pamphlets, brochures, etc. using 2013 Nondiscrimination Statement language should be updated when supplies are exhausted or by September 30, 2016; or
4. All new printing must use the 2015 Nondiscrimination Statement.

The “And Justice for All” posters are required to be posted in all Child Nutrition Program service areas, including cafeterias, classrooms and in the vicinity of, or on reimbursable meal vending machines if they are placed in areas other than the cafeteria.

New “And Justice for All” posters are in the design/printing phase. A timeline for distribution to states cannot be determined until printing commences. In the interim, the 1999 “And Justice for All” posters are to be used in all programs administered with USDA funds. The poster can be downloaded in 8 ½” x 11” or larger and can be downloaded in black and white or color. To download the 1999 “And Justice for All” poster, go to <http://www.fns.usda.gov/cr/and-justice-all-posters> and click on the option [475C.pdf](#) (159kb) - This is the Special Nutrition Programs version that should be used in offices, schools, and other sites that administer Special Nutrition Programs (including WIC). A hyperlink to the poster has been placed at the end of this memo for your convenience.

Please note that text in the 2015 updated Nondiscrimination Statement, shown below, required to be used on all Child Nutrition Program materials is different from text on the posters. USDA recognizes this, but directs that the 1999 version of the poster is currently acceptable for display.

Please ensure that the following Nondiscrimination Statement is used on all Child Nutrition Program materials:

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
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.

If you have any questions regarding the “And Justice for All” poster or the Nondiscrimination Statement, please contact your Child Nutrition Program representative at (518) 473-8781.

<http://www.fns.usda.gov/sites/default/files/475C.pdf>

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