



Non-Discrimination Policy and Procedure

Institution Name:

Agreement #:

PURPOSE

To establish uniform guidelines which promote an environment that is free of discrimination and to affirm this Institution's commitment to equal opportunity for all.

POLICY

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this Institution does not discriminate based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

PROCEDURES

- All employees will be given a copy of the Institution's Non-Discrimination Policy at time of hire.
- Persons with disabilities who require alternative means of communication for program information (for example 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.
- Institutions and facilities will display the USDA nondiscrimination poster, "And Justice for All," in a prominent place.
- All CACFP documents and informational materials that reference the CACFP will include the current [USDA non-discrimination statement](#).
- Employees or program participants who wish to file a program complaint of discrimination should 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. Completed form or letter should be sent to USDA by mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442; or email at program.intake@usda.gov.

INSTITUTION INFORMATION

(Print Name of Authorized Representative)

(Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

Date(s) of annual policy review: