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DATE: January 26, 2016

TO: Child and Adult Care Food Program (CACFP) Center-based Child Care Institutions

FROM: Robin Holz, Lead Consultant - Centers
Bureau of Nutrition and Health Services

SUBJECT: New Civil Rights Statement and Poster

The USDA Food and Nutrition Service Civil Rights Division has issued an updated “And Justice for All” poster and nondiscrimination statement. The new statement may not be altered in any way including the formatting and spacing. The font size must be at least 11 but may be smaller than the font used in the document.

Timeline for Implementation:

1. Websites must be updated with the new statement immediately
2. Documents, pamphlets, brochures, etc. using the statement issued prior to 2013 must be updated immediately.
3. Documents, pamphlets, brochures, etc. using the 2013 statement should be updated when supplies are exhausted or by September 30, 2016; and
4. All new printing must use the new statement.

New Nondiscrimination Statement:

“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.”

The statement is available in [Spanish](#).

Abbreviated Statement:

If this statement is too large to fit on the document, the following abbreviated statement may be used:

“This institution is an equal opportunity provider.”

“And Justice for All” Poster

A new USDA Civil Rights poster is enclosed with this memo. If your organization sponsors multiple CACFP sites, a poster is included for each location. If this is the case, distribute the posters to your sponsored sites right away and ensure that the poster is replaced with the new one. The poster must be located in a prominent public location.

Contact Robin Holz if you have questions at robin.holz@iowa.gov or (515)281-3484.

Enclosure