



HP-2016-3

STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
RYAN M. WISE, DIRECTOR

Date: April 18, 2016

To: Child and Adult Care Food Program (CACFP) Home Sponsors

From: Suzanne Secor Parker, Lead Consultant-Homes, Bureau of Nutrition and Health Services

Subject: New "And Justice for All" Poster and Civil Rights Statement

Effective: Immediately

"And Justice for All" Poster

The new USDA Civil Rights poster ("And Justice for All") was mailed to Home Sponsor organizations earlier this year. If there is more than one Home Sponsor organization office location, the new poster must be prominently posted in a public location in each building. Request additional posters from Janelle Loney (janelle.loney@iowa.gov). This poster is not intended for use in Child Development Homes.

New Nondiscrimination Statement

Timelines for Implementation

All documents, pamphlets, websites, etc. should be updated as follows:

1. Update websites immediately.
2. Update documents, pamphlets, brochures, etc. using NDS language prior to 2013 immediately.
3. Documents, pamphlets, brochures, etc. using 2013 NDS language should be updated when supplies are exhausted or by September 30, 2016.
4. All new printing must use the new nondiscrimination statement.

Guidelines

1. The new nondiscrimination statement may not be altered in any way including the formatting and spacing.
2. The text must be easily readable in Times New Roman font or other standard font (black or dark color).
3. Font size of the full statement must be at least 11, but may be in a smaller font than the text in a large or medium size document.
4. The full statement must be used if it fits in the available space.
5. If the full statement does not fit, use the abbreviated "equal opportunity" (listed below). The abbreviated statement font must be the same size as the font size used in the document.

Grimes State Office Building - 400 E 14th St - Des Moines IA 50319-0146

PHONE (515) 281-5294 FAX (515) 242-5988

www.educateiowa.gov

Championing Excellence for all Iowa Students through Leadership and Service

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: https://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.

Spanish Nondiscrimination Statement

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

Call (515-281-3744) or email (suzanne.secorparker@iowa.gov) if you have questions.