

USDA Nondiscrimination Statement

Policy

USDA Federal Regulations:

7 CFR Part 246.8 (a)(1) - (a) Civil rights requirements. The State agency shall comply with the requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Aged Discrimination Act of 1975, Department of Agriculture regulations on nondiscrimination (7 CFR parts 15, 15a and 15b), and FNS instructions to ensure that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under the Program. Compliance with title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and regulations and instructions issued thereunder shall include, but not be limited to:

- (1) Notification to the public of the nondiscrimination policy and complaint rights of participants and eligible persons.

FNS Instruction 113-1:

IX Public Notification, A, 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information.

FNS Instruction 113-1

IX Public Notification, A, 4, d, (3) A nondiscrimination statement is not required to be imprinted on items such as cups, buttons, magnets, and pens that identify the program, when the size or configuration makes it impractical. In addition, recognizing that Internet, radio, and television public service announcements are generally short in duration, the nondiscrimination statement does not have to be read in its entirety. Rather, a statement such as “The [program name] is an equal opportunity provider” is sufficient to meet the nondiscrimination requirement.

FNS Instruction 113-1

IX Public Notification, B, 4 Include the required nondiscrimination statement on all appropriate FNS and agency publications, Web sites, posters, and informational materials to the public.

Authority

USDA Federal Regulations: 7 CFR Part 246.8 (a)(1)

FNS Instruction 113-1: IX Public Notification, A, 3

FNS Instruction 113-1: IX Public Notification, A, 4, d, (3)

FNS Instruction 113-1: IX Public Notification, B, 4

Procedures

A nondiscrimination statement must appear on all materials that identify or describe the WIC Program, to comply with the civil rights requirements found in the WIC regulations.

A nondiscrimination statement is required if the material:

- Lists the local or state WIC program as the source or author on print materials,
- Describes the eligibility requirements of the WIC Program,
- Identifies the benefits of WIC participation,
- Describes participation requirements for WIC,
- Provides notice of conditions to continue eligibility, or
- Provides notice of ineligibility or disqualification

Example: Local agency newsletters or WIC services brochure that describe WIC services must have the nondiscrimination statement.

A statement is not required:

- If the material does not identify or describe the WIC Program.
- For items such as cups, buttons, magnets, and pens that identify the WIC Program, when the size or configuration make it impractical, or
- For nutrition education and breastfeeding promotion and support materials that only provide a nutrition message with no mention of the WIC Program.

The federally protected bases are race, color, national origin, age, sex (including gender identity and sexual orientation), and disability for applicants and recipients of WIC.

When using the nondiscrimination statement, the text must be easily readable in Times New Roman or other standard font (black or dark color) and 11-point minimum font size.

English

Use the following statement for print materials or online materials, such as websites that identify or describe the WIC Program.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.intake@usda.gov

This institution is an equal opportunity provider.

Spanish

Use the following statement for print materials that identify or describe the WIC Program.

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 o (202) 690-7442; o

(3) correo electrónico:

program.intake@usda.gov

Esta entidad es un proveedor que brinda igualdad de oportunidades.

Abbreviated Nondiscrimination Statement

Use the following statement for broadcast materials such as public service announcements on radio or television that identify or describe the WIC Program. Also, under special circumstances, the following abbreviated nondiscrimination statement may be used. The abbreviated version should be in print size no smaller than the text of the document. Contact the WIC state office for more information on using the abbreviated statement.

English

This Institution is an equal opportunity provider.

Spanish

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Translations

Many other translations of the nondiscrimination statement are available at <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>.