



North Carolina Department of Health and Human Services  
Division of Public Health

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July 23, 2013

CACFP 13-11  
SFSP 13-17

To: Institutions Participating on the Child and Adult Care Food Program  
Sponsors of the Summer Food Service Program

From: Arnette Cowan, MS, RD, LDN  
Head, Special Nutrition Programs

Subject: USDA Nondiscrimination Statement Update

A new USDA nondiscrimination statement was recently issued on May 24, 2013. All state agencies, local agencies, or other sub-recipients are required to incorporate the following USDA nondiscrimination statement into all materials and sources, including Web sites, used to inform the public about Food and Nutrition Service's child nutrition programs:

"The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.publichealth.nc.gov](http://www.publichealth.nc.gov) • [www.nutritionnc.com](http://www.nutritionnc.com)

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.”

If the material is too small to permit the use of the full statement, the material shall include the following statement, in print no smaller than text:

“USDA is an equal opportunity provider and employer.”

**NOTE:** Public notification materials that have the previous statement may be used until they are depleted; however, new forms and publications must be printed with the updated statement. Websites, online applications and IT systems should be updated immediately. Additionally, updates to the statements and “And Justice for All” posters will be shared as they are received.

If you have questions, please contact your regional consultant.

c: SNP Staff