

## Clarification for Civil Rights Non-Discrimination Statement

There have been several questions about using the short version of the USDA nondiscrimination statement on NSLP and SBP menus. It **is acceptable** to use the short version of the non-discrimination statement. The statement should read:

“USDA is an equal opportunity provider and employer”

Please note that the print size cannot be smaller than the text in the document.

In all other cases materials regarding school nutrition programs that are produced for public information, public education, or public distribution, (this includes websites), must include the following nondiscrimination statement:

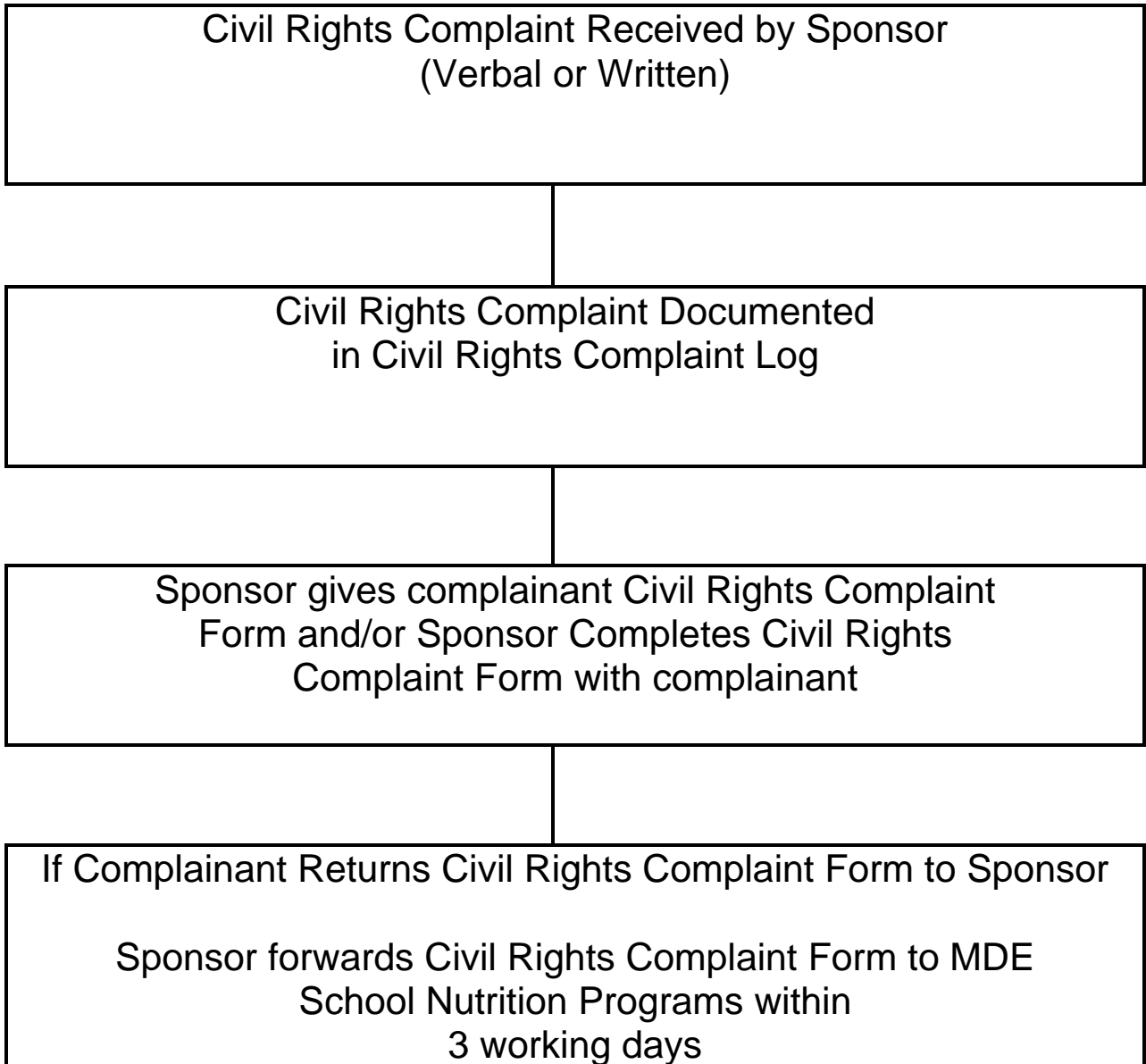
The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or 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](http://www.ascr.usda.gov/complaint_filing_cust.html), 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).

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 (Spanish).

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## School Nutrition Programs Civil Rights Complaint Procedure



Send Civil Rights Complaints to: Michigan Department of Education  
Office of School Support Service  
School Nutrition Programs  
Civil Rights Consultant  
P.O. Box 30008  
Lansing, MI 48909

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El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés "USDA") prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y, según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios prohibidos se aplicarán a todos los programas y/o actividades laborales).

Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a [program.intake@usda.gov](mailto:program.intake@usda.gov).

Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español).

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

## How to Recognize a Civil Rights Complaint

If a person says their ***civil rights*** are being affected, the complaint must be treated as a civil rights complaint. Other legitimate complaints may only be voiced or observed as being unequal treatment. In all cases, the established procedure is to use a complaint form, the log, referring the request to the civil rights authority in the school district or facility and reporting the complaint to the Michigan Department of Education (MDE). The complaint can be investigated locally, resolved locally and the MDE is notified of the resolution.

Potential issues for a civil rights complaint may start with a phone call, letter, email, fax or any form of communication where someone feels they or someone they know has received unequal treatment in the operation of any Child Nutrition Program.

There are six protected classes in Child Nutrition Programs and these are **race, color, sex, age, national origin, disability**.

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions based on race, color, sex, age, national origin, disability.

To quickly identify a civil rights violation, remember **4 D's**:

1. **Deny** program benefits unfairly
2. **Delay** program benefits unfairly
3. Treat **differently** (a policy or practice that has an adverse impact or any form of intimidation or retaliation)
4. Give **Disparate** Treatment (defined as a policy or practice which, "on the face of it" is not discriminatory, but has a discriminatory impact in practice, also known as the "effects test")

### MDE School Nutrition Programs Log of Civil Rights Complaints

Year: \_\_\_\_\_

Date Complaint Received	Description of Complaint (verbal or written)	Name of Complainant (Optional)	Date Civil Rights Complaint Form Completed and Returned to Sponsor (yes/no)	Date Civil Rights Complaint Forwarded to MDE

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Sponsor's Civil Rights Coordinator: \_\_\_\_\_ Coordinator Contact Information: \_\_\_\_\_