Non-Discrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

Additionally, program information may be made available in languages other than English.
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410.
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Aspects Protected by the Civil Right Law from Child Nutrition Programs

1. **Color** - - - - - - Act VI
2. **Race** - - - - - - -Act VI
3. **Age**- - - - - - - Age Discrimination Act
4. **Sex**- - Título I- -Enmiendas a Educación
5. **Disability** - -Sec. 504 Rehabilitation
6. **National Origin** -Act VI



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DEPARTAMENTO DE
EDUCACIÓN
GOBIERNO DE PUERTO RICO
AGENCIA ESTATAL, SERVICIOS DE ALIMENTOS Y NUTRICIÓN

Civil Rights Law

Child Nutrition Programs

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, Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008, Age Discrimination Act of 1975, Civil Rights Restoration Act of 1987, 7 CFR Part 15, 7 CFR Part 16, 28 CFR Part 35, 28 CFR Part 36, 28 CFR Part 42, USDA Departmental Regulations, FNS Program Regulations

CIVIL RIGHTS LAW

Federal legal framework applicable to Child Nutrition Programs

LAW PURPOSE

The Civil Rights Law seeks to prevent or eliminate discrimination if any.

DEFINITION OF DISCRIMINATION

The act of distinguishing one person from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected bases.

LAW REQUIREMENTS

Federal civil rights laws and regulations applicable to Child Nutrition Programs require that all entities that operate or administer USDA Child Nutrition Programs must comply with inform sponsors, applicants, participants and employees about the availability of these services. They should focus on their rights and responsibilities for non-discrimination policy and procedures for filing and guiding a complaint about violation of some protected areas.

⇒ Announce by some media the availability of food services and the Non- Discrimination Statement.

⇒ Convey the message of equal opportunity in all photographic and other graphics that are used to provide program or program-related information.

⇒ Display the poster "JUSTICE FOR ALL" in each food service area and at the administration office or bulletin board, visible to the general public.

⇒ Keep information about Civil Rights Law and Programs in Spanish and English.

⇒ Include the Non- Discrimination Statement in all information materials that mention USDA programs, including sponsor's web site.

⇒ Train staff annually.

⇒ Advice the complainant on the alternative it has to obtain the USDA Program Discrimination Complaint Form.

⇒ Perform monitoring visit annually as require by current program regulation and Civil Rights requirements.

⇒ Keep an active file with everything related to the Civil Rights, such as, memorandums, circular letters, procedures to manage complain, evidence of training, etc.

⇒ Disclose that service are available to persons with disabilities who require alternative means of communication or assist people with Spanish or other language limitations (Limited English Proficiency).

⇒ Maintain dignified treatment towards people with disabilities.

⇒ Provide to participants with modified diets according to law.

Organizations thar receive federal funds as community faith- based entities (FBCO) may not discriminate based on religion or religious beliefs against the program's beneficiaries or potential beneficiaries.

BASIC PROCEDURE TO GUIDE COMPLAINT

1. Advice the complainant on the alternatives it has to obtain the USDA Program Discrimination Complaint Form.

2. The complainant should complete the form that can be accessed by different ways:
   ⇒ online
   https://www.ocio.usda.gov/document/ad-3027
   ⇒ at any USDA Office
   ⇒ calling (866) 632-9992

3. The complainant must submit the complaint form or letter, if prefer, by one of the following alternatives:
   ⇒ by mail: (refer to the statement)
   ⇒ by fax: (833) 256-1665, (202) 690-7442
   ⇒ by email to: program.intake@usda.gov

4. Persons with disabilities who require alternative means of communication for program information 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.



The person or their representative that understands that has been discriminated against has up to one hundred and eighty **(180) days** to file the same. The law prohibits any form of reprisal, even if the original complaint had no basis or foundation. This may result in a finding or deficiency to the entity where the complaint occurs.