

## **Procedure for Non-discrimination Statement Public Notification Requirement:**

The full version of the Nondiscrimination Statement (NDS) is mandatory on all vital program documents (i.e. program application/intake forms, notifications of eligibility and ineligibility, notices of adverse actions, etc.) and program materials that provide information on eligibility requirements, participation, etc. The full version of the NDS, or a link to it, is also mandatory on the home webpage of the program information (i.e. CSFP webpage, participating lead agencies' CSFP webpages, sub-distribution sites CSFP webpage, etc.)

A sample of the statement is on the back-side of this document. Note spacing must be exactly the same as shown. The font size of the NDS must be equal to the majority of the font on the front-side. For example, this font is Calibri [Body] 14 – the NDS on the back must be Calibri [Body] 14. To obtain the NDS in other languages follow this link <https://www.fns.usda.gov/fns-nondiscrimination-statement>

The full statement may be placed on the backside of documents. On the bottom of the front side the following statement must be included - Nondiscrimination Statement on Reverse Side

There is a short version of the NDS, which is: This institution is an equal opportunity provider. In Pennsylvania there is only one approved document to utilize the short version – Monthly Participant Sign-In Sheet

However, use of the short version of the NDS is by exception only and cannot be used as the default version on all documents and materials. FNS MARO Regional Civil Rights Director Michele Sazo is available to provide guidance regarding the appropriate use of the full vs. short versions of the NDS on prototype materials before they become finalized whenever necessary. She can be reached at (609) 259-5061 or [michele.sazo@fns.usda.gov](mailto:michele.sazo@fns.usda.gov)

**The Non-Discrimination Statement is on the back. Please turn over.**

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, audiotape, 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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provide.