



Oregon Department of Education

Kate Brown, Governor

Office of Learning/Student Services
255 Capitol St NE, Salem, OR 97310
Voice: 503-947-5600
Fax: 503-378-5156

December 14, 2015

TO: Sponsors of Child Nutrition Programs

RE: New Civil Rights Nondiscrimination Statement

Action Required: Immediately Update Websites and Electronic Materials

The Oregon Department of Education Child Nutrition Programs (ODE CNP) revised the civil rights nondiscrimination statement to match the statement required by the USDA Food and Nutrition Services (FNS).

Sponsors must use the new long nondiscrimination statement on all publications that are over one page (one page equals 8 ½ X 11 front and back) that mention USDA Child Nutrition Programs. The long statement must be in the *same size print* as the text of the document. The new long nondiscrimination statement is:

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, audiotope, 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, 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

This institution is an equal opportunity provider.

Federal regulations allow use of a shorter nondiscrimination statement on program material one page or less (one page equals 8 ½ X 11 front and back) in length; i.e. brochures, coupons, electronic benefit cards, menus, and flyers. The short statement must be in the *same size print* as the text of the document.

The revised short nondiscrimination statement reads as follows:

This institution is an equal opportunity provider.

Sponsors may use the name of the sponsor instead of the words *this institution* in the short nondiscrimination statement.

Action Required:

Immediately update websites and electronic materials with the new nondiscrimination statement. If sponsors printed large quantities of materials with the old nondiscrimination statement and still have a supply on hand, please use the new nondiscrimination statement for the next re-print.

Civil Rights Contact Information

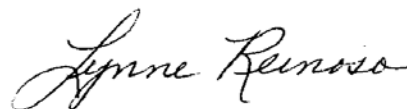
To submit a civil rights complaint, please contact Joyce Dougherty, Director of Child Nutrition Programs, at ODE.CNPCivilRights@state.or.us or (503) 947-5888.

If you have any questions, please contact your assigned Child Nutrition Specialist.

Sincerely,



Heidi Dupuis
Manager, School Nutrition
Child Nutrition Programs
Office of Learning/Student Services



Lynne Reinoso
Manager, Community Nutrition
Child Nutrition Programs
Office of Learning/Student Services