



Arizona Department of Education
Summer Food Service Program

Civil Rights Compliance

State agencies and child nutrition sponsoring agencies shall comply with the requirements of Title VI of the Civil Rights Act of 1964; American with Disabilities Act (ADA); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

Nondiscrimination Policy Statement

All USDA Food and Nutrition Programs should be implementing the revised nondiscrimination statement. It is meant to serve participants and applicants in the event they feel that they have been discriminated against. The statement also implies the public can expect to be treated fairly regardless of circumstances. Previously, there was one statement that was required on all publications. Now, the Office of Civil Rights has issued two statements, a long and short nondiscrimination policy.

1. The long statement reads as follows:

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;

This institution is an equal opportunity provider.

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- (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.

2. The short statement reads as follows:

This institution is an equal opportunity provider.

The shorter statement may be used if the material is too small to permit the long statement. However, the print size should be no smaller than the text of the document. Examples include: letters, memos, notices, menus, internet, public service announcements, television spots, or advertisements, recruitment and outreach correspondence.

Civil Rights Requirements for Child Nutrition Sponsors

- To ensure all printed materials produced by sponsor for public information, public education or public distribution includes the nondiscrimination policy statement.
 - Display the nondiscrimination poster “... And Justice For All” in a prominent place in appropriate offices and facilities dispensing program benefits to participants or potential participants.
 - Each sponsor participating in the Child Nutrition programs completes a Civil Rights compliance form.
 - Materials produced by sponsors must be provided in alternative means upon request.
 - Students with special needs must be accommodated.
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Filing a Complaint

Any person alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. 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
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Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This information can be accessed on the following webpage: <https://www.azed.gov/hns/civilrights/>