

Commissioner's Memo
4/23/2021

FNS Nondiscrimination Statement and Required Posting Information

Memo Information

Memo Number **CNU-21-020**

Memo Date 4/23/2021

Memo Type Regulatory

Unit Child Nutrition

Regulatory Authority DR 4300-003

Response Required NO

Attention Federal Programs; Superintendents; Technology Coordinators; Test Coordinators; General Business Managers; Teachers; Child Nutrition Directors/Managers; CTE Coordinator (COOPs and regular school districts)

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Memo Text

ATTENTION: Federal Programs; Co-op Directors; Superintendents; Child Nutrition Directors; Technology Coordinator; Test Coordinator; General Business Manager, Teachers

This memorandum provides guidance on the October 17, 2019 revisions to DR 4300-003 which establishes the policy for ensuring positive and continuing notification of the U.S. Department of Agriculture's (USDA) equal opportunity policy to the public and USDA employees, effective immediately.

NONDISCRIMINATION STATEMENT POSTING REQUIREMENTS:

USDA program recipients such as School Food Authorities (SFAs) are required to include the nondiscrimination statement on all print and non-print materials, including, but not limited to, audio, video, website, brochures, newsletters, and by-laws.

When adding the nondiscrimination statement to web pages, live hyperlinks are to be used as presented in the attached example: [Nondiscrimination Statement for the web](#).

When adding the nondiscrimination statement to printed materials, a web address must be spelled out as presented in the attached example: [Nondiscrimination Statement for printed materials](#).

Furthermore, the statement shall be made available in English or other languages appropriate to the local population served or directly affected by any USDA program or activity. An alternative means of communication (e.g., Braille, large print, audiotope, etc.) must be available to meet the needs of those with impairments. SFAs are required to notify applicants with disabilities and limited English proficiency (LEP) of their right to free language assistance and accommodations and to provide these services upon request.

If the size of the material is too small to include the full statement, the material must at a minimum, include the following statement in print in the same font size as the main text:

This institution is an equal opportunity provider.

“AND JUSTICE FOR ALL” POSTERS:

SFAs must display the appropriate “And Justice for All” poster in a centralized location wherever program delivery is being conducted where all customers will be able to view it. There are three versions of the “And Justice for All” poster. Form [AD-475-A](#) is the poster that displays information relevant to USDA program recipients such as SFAs.

All “And Justice for All” posters must be displayed in a specific size: 11” width x 17” height. The minimum text size that will be used on the “And Justice for All” posters is 14 point.

SFAs can obtain “And Justice for All” posters by contacting the Child Nutrition Unit.