

# USDA Nondiscrimination Statement Communications Overview

Any messaging that advertises hours and access to food must include the current USDA Nondiscrimination Statement. **Please note, the language cannot be changed.**

General rule: If the material mentions an FNS program, it must include the statement. This includes handbooks, enrollment forms, menus, newsletters, brochures, ads, flyers, etc.

- Already printed material does not have to be reprinted, but when it is, please be sure to use this statement.
- If sending a public release to a media outlet, it must include the full statement.
- The shorter statement can be used for brief brochures, buttons, posters, etc. but in most cases, the longer version—intact—must be used.

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## Official Statement

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs).

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 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**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> or in Spanish at [https://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf) or 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 provider.**

Shortened Statement (can be used for smaller brochures, flyers, calendars, buttons, posters, etc.):

**This institution is an equal opportunity provider.**

# Communications Checklist

Below is an overview of some common communications that advertise hours and access to food. Communications may include but are not limited to the items on this checklist.

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## Printed Materials

- Hours of Operation signage
    - Front door
    - Front desk
    - Other
  - Information about how/where to get food
    - Weekly, monthly and/or annual schedules
  - Advertising and schedules for information about federal programs
    - Commodity Supplemental Food Program (CSFP)
    - Supplemental Nutrition Assistance Program (SNAP)
    - Summer Food Service Program (SFSP)
  - Newsletters and Annual Reports
  - Flyers
  - Handbooks
  - Other
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## Digital Materials

- Website
- Social Media\*
  - Facebook (Tip: Include the full statement in the “About > Details” section of your page)
  - Twitter (Tip: Include the shortened statement in your organization’s bio section)
  - Instagram (Tip: Include the shortened statement in your organization’s bio and link to the full statement on your website)
  - TikTok
  - LinkedIn
  - Other

\*If the USDA Nondiscrimination Statement is present on your social media pages, it does not have to appear in each individual post.

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## Media Relations

- Press Releases (*full statement required*)
  - Advertisements
  - Other
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## Other

- Videos
- Slideshows displayed in your facility
- Training presentations