



## State of New Jersey


DEPARTMENT OF AGRICULTURE  
Division of Food & Nutrition  
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TRENTON NJ 08625-0334

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: School Business Administrators, Charter School Leads; Non Public School Administrators; Food Service Directors of Schools Participating in the School Nutrition Programs

From: Arleen Ramos-Szatmary, Coordinator   
School Nutrition Programs

Date: January 29, 2016

Subject: Civil Rights Updates

Civil Rights continue to be an integral part of the School Nutrition Programs. The Office of the Assistant Secretary for Civil Rights' Policy Staff recently released Departmental Regulation (DR) 4300-003, which updates the Nondiscrimination Statement and the "*And Justice for All*" poster.

The revised Nondiscrimination Statement in both English and Spanish are provided in this memorandum. All documents, pamphlets, website and program literature must be updated as follows:

- Websites must be updated immediately. The homepage should either contain the Nondiscrimination Statement or contain a link to the Nondiscrimination Statement.
- Documents using 2013 Nondiscrimination Statement language can be updated when supplies are exhausted or by September 30, 2016.
- All new printing must use the most current Nondiscrimination Statement.

The short version of the Nondiscrimination Statement can be found in the last sentence. This statement should only be used in very limited situations where the material is too small to include the full statement.

When updating materials, the language, spacing and font of the Nondiscrimination Statement cannot be altered.

LEAs will receive the revised "*And Justice for All*" posters by mail in the next month, which must be posted immediately at service delivery points.

Please note that LEAs must provide Civil Rights training to all staff members involved in Child Nutrition Programs. LEAs are also encouraged to use the Civil Rights webinar located under the "Training" tab in SNEARS when providing this annual training.

Direct any questions to the School Nutrition Programs office at 609-984-0692, and thank you again for your commitment to feeding the children of New Jersey nutritious, safe and balanced meals.

## USDA Nondiscrimination Statement

**All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

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 provider.

## USDA Nondiscrimination Statement 2015 (Spanish Translation)

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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Office of the Assistant Secretary for Civil Rights  
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