



# Oregon

Kate Brown, Governor



OREGON  
DEPARTMENT OF  
EDUCATION

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**Colt Gill**

Director of the Oregon Department of Education

January 29, 2021

To: Sponsors of the Child Nutrition Programs

Re: USDA Nondiscrimination Statement

The Oregon Department of Education Child Nutrition Programs (ODE CNP) is providing clarification on the nondiscrimination statement required by the USDA Food and Nutrition Services (FNS).

The nondiscrimination statement **must** be posted, in full, on all materials regarding such programs that are produced for public information, public education, or public distribution. This includes, but is not limited to, application forms, notification letters and sponsor webpages. The authorized non-discrimination statement cannot be modified.

### Full USDA 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, 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: [How to File a Complaint](#), 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.

### **Short Version of the USDA Nondiscrimination Statement**

If the material is too small to permit the full statement to be included, the material will include, at a minimum, the statement “**This institution is an equal opportunity provider.**” In print no smaller than the material text.

A nondiscrimination statement is not required to be imprinted on items such as cups, buttons, magnets, and pens that identify the program, when the size or configuration makes it impractical. In addition, recognizing that Internet, radio, and television public service announcements are generally short in duration, the nondiscrimination statement does not have to be read in its entirety. Rather, a statement such as “The [program name] is an equal opportunity provider” is sufficient to meet the nondiscrimination requirement.

Federal Regulations require that all information materials and sources, including web sites, used to inform the public about FNS programs must contain a nondiscrimination statement.

### **Webpage Nondiscrimination Statement**

It is not required that the nondiscrimination statement be included on every page of the program information web site. At the minimum, the nondiscrimination statement, or a direct link to the USDA nondiscrimination statement, must be included on the home page of the program information.

### **Action Required:**


**Immediately update websites and electronic materials with the appropriate nondiscrimination statement, if necessary.** If sponsors printed large quantities of materials with an edited short nondiscrimination statement and still have a supply on hand, sponsors must use the correct nondiscrimination statement for the next re-print.

**Civil Rights Contact Information**

To submit a civil rights complaint, please contact Dustin Melton, Director of Child Nutrition Programs, at [ODE.CNPCivilRights@state.or.us](mailto:ODE.CNPCivilRights@state.or.us) or (503) 947-5888.

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

Sincerely,



Damasita Sanchez  
Manager, School Nutrition  
Child Nutrition Programs  
Office of Child Nutrition, Research,  
Accountability, Fingerprinting and  
Transportation



Meghan Tschida  
Manager, Community Nutrition  
Child Nutrition Programs  
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