

Form 502034 Nondiscrimination Statement Requirements



Procedure for Non-discrimination Statement Public Notification Requirement:

The full version of the Nondiscrimination Statement (NDS) is mandatory on all vital program documents (i.e. program application/intake forms, notifications of eligibility and ineligibility, notices of adverse actions, etc.) and program materials that provide information on eligibility requirements, participation, etc. The full version of the NDS, or a link to it, is also mandatory on the home webpage of the program information (i.e. CSFP webpage, participating lead agencies' CSFP webpages, sub-distribution sites CSFP webpage, etc.)

A sample of the statement is on the back-side of this document. Note spacing must be exactly the same as shown. The font size of the NDS must be equal to the majority of the font on the front-side. For example, this font is Calibri [Body] 14 – the NDS on the back must be Calibri [Body] 14. To obtain the NDS in other languages follow this link: [Nondiscrimination Statement | Food and Nutrition Service \(usda.gov\)](#)

The full statement may be placed on the backside of documents. On the bottom of the front side the following statement must be included - Nondiscrimination Statement on Reverse Side

There is a short version of the NDS, which is: This institution is an equal opportunity provider. In Pennsylvania there is only one approved document to utilize the short version – Monthly Participant Sign-In Sheet

However, use of the short version of the NDS is by exception only and cannot be used as the default version on all documents and materials. FNS MARO Regional Civil Rights Director Michele Sazo is available to provide guidance regarding the appropriate use of the full vs. short versions of the NDS on prototype materials before they become finalized whenever necessary. She can be reached at (609) 259-5061 or michele.sazo@fns.usda.gov.

In accordance with federal civil rights 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), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), 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.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.