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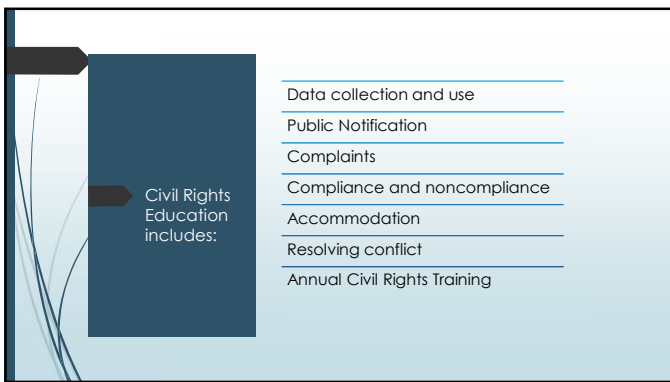
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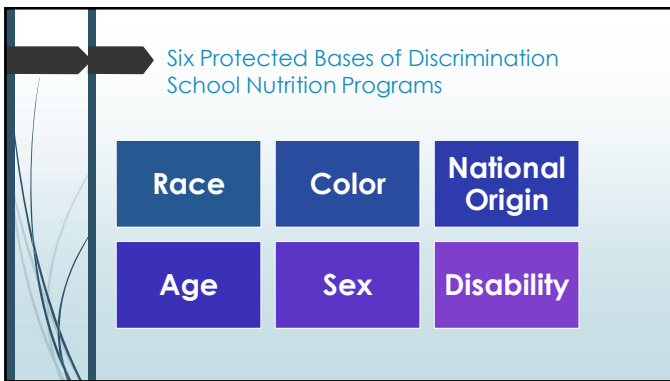
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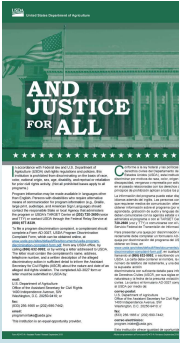
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### Methods of Public Notification

- Display the Poster in a prominent location and visible to recipients of benefit!
- AD-475A
- This is the required version

<https://www.ins.usda.gov/cr/and-justice-all-posters-guidance-and-translations>

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### Which Version Should I Use?

- Include entire statement when space permits
- Use shortened version in \*special circumstances only where space is limited:  
*"The USDA is an equal opportunity provider."*
- Please reference the last slide for the full non-discrimination statement.

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### Discrimination Complaints

- Must adhere to timeframes
- File complaint within 180 days of discriminatory action
- May be written, verbal, or anonymous
- Form is provided but not required




<https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer>

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### Discrimination Complaints

- Request key information
- SA forwards complaints to CRO
- Complainant receives a letter of acknowledgement
- Age discrimination complaints are referred to Federal Mediation and Conciliation Service (FMCS) within 10 days
- Attempt resolution quickly at the lowest possible level
- If finding(s), execute corrective action

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### Racial and Ethnic Data Collection and Reporting



- Must obtain data by race and ethnic category on potentially eligible participants in area
- Establish and maintain data collection systems
- Ask for identification of racial categories that apply
- Self-reported data is preferred

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### Collecting and Reporting Participation Data

<b>Make</b>	provisions for self identification when data is collected by on-line methods
<b>Collect</b>	and keep data as specified in the program regulations, instructions, and policies.
<b>Retain</b>	records for current year and 3 previous
<b>Restrict</b>	data access to authorized personnel only.
<b>Submit</b>	as requested to Food and Nutrition Service (FNS)

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**Limited English Proficiency**

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English should be provided access to federally funded programs.

[www.fns.usda.gov/cn/translated-applications](http://www.fns.usda.gov/cn/translated-applications)

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**Questions??**



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**USDA Nondiscrimination Statement**

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, 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 [USDA Program Discrimination Complaint Form](http://USDA Program Discrimination Complaint Form) and 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:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**  
(833) 256-1665 or (202) 690-7442; or

**email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

South Carolina Department of  
PUBLIC INSTRUCTION

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