
320.70

USDA Nondiscrimination Statement

Overview

Policy

A nondiscrimination statement must appear on all materials that identify or describe the WIC Program, to comply with the civil rights requirements found in the WIC regulations.

When a statement is required

A nondiscrimination statement is required if the material:

- Describes the eligibility requirements of the WIC Program,
- Identifies the benefits of WIC participation,
- Describes participation requirements for WIC,
- Provides notice of conditions to continue eligibility, or
- Provides notice of ineligibility or disqualification.

Example: Local agency newsletters or WIC services brochure that describe WIC services must have the nondiscrimination statement.

When a statement is not required-

A statement is not required:

- If the material does not identify or describe the WIC Program. Listing the local or state WIC program as the source or author on print materials is not considered a description or discussion of the WIC Program,
- For items such as cups, buttons, magnets, and pens that identify the WIC Program, when the size or configuration make it impractical, or
- For nutrition education and breastfeeding promotion and support materials that only provide a nutrition message with no mention of the WIC Program.

Example 1: No statement is required for the pamphlet *Building Good Food Habits . . . Nutrition for Children 1-10*, because it does not discuss or describe program benefits or eligibility.

Example 2: No statement is required on outreach items such as cups, buttons, magnets, and pens.

Protected bases

Protected bases listed in the USDA Non-discrimination statement do not apply to all programs. The first six protected bases of race, color, national origin, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs

Reference

For more information about WIC policy on the use of the USDA nondiscrimination statement, see Policy Memo #2012-2.

Using the Nondiscrimination Statement

Two versions of statement There are two versions of the nondiscrimination statement. One is used for print materials and the other is used for broadcast materials.

When using the nondiscrimination statement, the text must be easily readable in Times New Roman or other standard font (black or dark color) and 11 point minimum font size.

Print materials option 1 - English 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, 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.

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Using the Nondiscrimination Statement, Continued

Print materials option 1 - Spanish

Use the following statement for print materials that identify or describe the WIC Program.

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.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf, 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:

- (1) correo: 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; o
- (3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Translations

Many other translations of the nondiscrimination statement are available at <http://www.fns.usda.gov/cr/justice.htm#Translations>.

Using the Nondiscrimination Statement,

Print materials option 2 When materials are one page or less long or are too small to permit the full statement, use the following abbreviated version:

English

This Institution is an equal opportunity provider.

Spanish

Esta institución es un proveedor que ofrece igualdad de oportunidades.d

Note: The abbreviated version should be in print size no smaller than the text of the document.

Examples

Print materials which may require the nondiscrimination statement include:

- Posters
 - News releases
 - Brochures
 - Notices for vendor or local agency solicitations
 - Newsletters
 - Letters of invitation and notices regarding public hearings
 - Referral forms
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Broadcast materials

Use the following statement for broadcast materials such as public service announcements on radio or television that identify or describe the WIC Program.

English

This Institution is an equal opportunity provider.

Spanish

Esta institución es un proveedor que ofrece igualdad de oportunidades.
