

**FOOD AND NUTRITION SERVICES: ANTI-DISCRIMINATION  
AND CIVIL RIGHTS COMPLAINTS****A. USDA Non-Discrimination Statement (copied to Policy AC).**

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 based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center 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 discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: [USDA Form AD-3027](#) (link tested 2024/5/9) 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;
2. **Fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **Email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

**B. Additional Discrimination Complaint Information.**

1. Any person or representative alleging discrimination based on a prohibited basis relative to any of the District's food service programs has the right to file a complaint within 180 days of the alleged discriminatory action.
2. District staff who receive a complaint alleging illegal discrimination in the district's nutrition program will forward the complaint to the District's Human Rights Officer Assistant Superintendent or Director of Human Resources immediately, who shall note

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whether the allegation was made verbally or in person and will transcribe the complaint if it is not provided in writing. As required by the USDA, the District's Human Rights Officer Assistant Superintendent or Director of Human Resources will forward the complaint to the USDA Office of the Assistant Secretary for Civil Rights immediately and will not first attempt to resolve the complaint prior to contacting the USDA.

**C. Notice of Non-Discrimination Statement and Program Rights.**

The Superintendent shall ensure that all materials and resources that are used to inform the public about any USDA supported Food and Nutrition Service (FNS) program include the complete, most current USDA non-discrimination statement in its exact wording. The statement may be accessed from any USDA office.

At a minimum, the full USDA non-discrimination statement must be included on the following materials related to USDA programs:

- Food and Nutrition Service (FNS) Application Form(s)
- Notification of Eligibility or Ineligibility
- Expiration of Certification Notification
- Discontinuance Notification
- Program (Home) Web Page
- Other Public Information

If the size of the material is too small to include the full USDA Non-Discrimination statement (e.g., newspaper printing of menus), the material must at a minimum include the following statement in print the same size font as the main text: *"This institution is an equal opportunity provider."*

**D. Display of "And Justice for All" Poster.**

The USDA requires that its "And Justice for All" non-discrimination poster is prominently displayed in each location where FNS meals are most frequently provided (e.g., school cafeteria). Each poster must be no smaller than 11" x 17" and placed in a location that enables program participants to read the text regarding civil rights complaints without obstruction.

**Legal References:**

RSA 354-A:1, (Human Rights) Title and Purposes of Chapter

RSA 354-A:27, Opportunity for Public Education without Discrimination a Civil Right

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

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