

# Nondiscrimination Statement

The nondiscrimination statement lists all the prohibited bases for discrimination contained in the USDA Civil Rights Policy Statement. Materials that should have the nondiscrimination statement include print (e.g., brochures, newsletters, education curricula, etc.) and non-print (e.g., audio, videos, websites, etc.) forms of communication.

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*All materials developed, adapted, or printed with SNAP-Ed funds that are shared in public must include, in a reasonably-sized font, the shortened USDA nondiscrimination statement, “**This institution is an equal opportunity provider.**”*

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The minimum font size for nondiscrimination statements for brochures is 8 point. For all other printed materials and web pages, the statement must be legible. Failing to use the USDA Nondiscrimination Statement could result in items not being eligible for reimbursement.

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*Please refer to [fns.usda.gov/cr/fns-nondiscrimination-statement](https://fns.usda.gov/cr/fns-nondiscrimination-statement) for more information on translated statements.*

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The full nondiscrimination statement provided below is rarely, if ever, required for SNAP-Ed. It is only necessary to include the full nondiscrimination statement for websites funded by SNAP-Ed and when SNAP or other FNS program eligibility or application information is provided.

For SNAP-Ed funded websites, the nondiscrimination statement should be included, even if SNAP or other FNS program eligibility or application information is not provided. FNS advises agencies to provide the full nondiscrimination statement or include a link to the appropriate version in the footer of the site. If a link to the nondiscrimination statement is included, it is suggested to label the link as “Nondiscrimination Statement” or “This institution is an equal opportunity provider” (the short version of the statement).

Example:

## Eat Well, Live Well


FREE nutrition & lifestyle classes with Food \$ense

**What:** FREE cooking and nutrition classes! At each class you will enjoy FREE FOOD SAMPLES and learn new, tasty recipes that won't break your budget!

**Where:** Cache County Administration Building multi-purpose room. (179 North Main St, Logan)

**Who:** Everyone! Out of respect for the hearing impaired, room space and others attending, no children and/or babies permitted.

**Sign Up:** Call 435-752-6263 or email [cachecountyfoodsense@gmail.com](mailto:cachecountyfoodsense@gmail.com) to reserve your spot. *Please register 24 hours in advance.*



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This participant recruitment flyer would require the short nondiscrimination statement since it includes SNAP-Ed program information, such as locations and contact details. Although the program is not explicitly referred to as a “SNAP-Ed” activity, the short nondiscrimination statement is required because the program provides nutrition education using SNAP-Ed funding.

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For reference, the full USDA nondiscrimination statement is included below:

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), religious creed, disability, age, political beliefs, 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, audiotope, American Sign Language), 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.

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/ad-3027.pdf>, from any USDA office, by calling (833) 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:

- (1) **mail:**  
Food and Nutrition Service, USDA  
1320 Braddock Place, Room 334  
Alexandria, VA 22314; or
- (2) **fax:**  
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**  
[FNSCivilRightsComplaints@usda.gov](mailto:FNSCivilRightsComplaints@usda.gov)

This institution is an equal opportunity provider.