

Montana Department of Public Health & Human Services	Policy
	MT CACFP 2000-5 Rev 4
	Section: All Institutions
Child and Adult Care Food Program	Subject: Non-Discrimination Statement
	Date Revised: 1/7/2016

### NON-DISCRIMINATION STATEMENT

The Child & Adult Care Food Program (CACFP) is a federally funded program which requires the inclusion of the complete USDA non-discrimination statement, or inclusion of the short version of the non-discrimination statement, on all informational materials disseminated to the public. The purpose of the statement is to inform applicants, participants, and potentially eligible persons of the program availability, program rights and responsibilities, the policy of non-discrimination, and the procedure for filing a complaint.

The following complete non-discrimination statement must be used on all information distributed to parents, guardians and/or the public including parent handbooks, leaflets, brochures, newsletters, bulletins, newspaper announcements, websites and advertisements that mention food service, food or meals. The text must be easily readable in Times New Roman or other standard font (black or dark color), and 11 point minimum size.

The statement for use in the CACFP is:

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, audiotope, 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](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](mailto:program.intake@usda.gov).

Material that is too small to permit the complete non-discrimination statement (i.e., brochures, coupons, electronic benefit cards, flyers, classified advertising in newspapers that mentions food service, food or meals and other media of less than a page) must include, at a minimum, the USDA's short non-discrimination statement in print size no smaller than the text. The short statement is;

*"This institution is an equal opportunity provider."*

Existing printed publications and materials that do not include the non-discrimination statement may be brought into compliance by affixing a label that includes the appropriate non-discrimination statement.

Please refer to the civil rights posting requirements in the Posting Information policy, MT CACFP 2000-3 Rev 5.

[References: FNS Instruction 133-1 IX Public Notification; 7CFR 226.6(m)1]

This Institution is an equal opportunity Provider.