Non-Discrimination Statement **Policy No. CR- 1110.02**

Effective date: October 1, 2016 No. of pages: 3

Policy

All information materials and sources, including web sites, used by the State and local agencies to inform the public about the WIC Program must contain the nondiscrimination statement. Local WIC agencies must also prominently display "And Justice for All" posters in each clinic.

Purpose

To ensure that USDA FNS requirements are met with respect to the application of its non-discrimination statement, and that the Georgia WIC Program requirements/benefits are consistently applied to all applicants and participants regardless of race, color, national origin, age, sex, or disability and the civil rights of WIC applicants/participants are protected.

Procedures

I. The current nondiscrimination statement is:

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.

This institution is an equal opportunity provider.

Spanish: 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.ascr.usda.gov/complaint_filing_cust.html 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.

II. Local WIC agencies must submit public service announcements and/ or scheduled media discussions concerning the Georgia WIC Program to the State WIC Office, Communication and Outreach Liaison for review and approval, eight (8) weeks prior to release.

III. The Non-Discrimination Statement must be affixed to outreach and referral materials, and public service announcements developed, produced, and/or purchased by local WIC

agencies in the appropriate language. Specific guidelines and exceptions are detailed below:

A. A nondiscrimination statement is not required to be imprinted on Items such as cups, buttons, magnets, and pens that identify the WIC program, when the size or configuration makes it impractical.

B. Nutrition education and breastfeeding promotion and support materials ***"that strictly provide a nutrition message with no mention of the WIC Program"*** are not required to contain the non-discrimination statement.

C. If materials are too small to permit the full non-discrimination statement to be included, the materials must, at a minimum, include the following statement in print size no small than the text: **"This institution is an equal opportunity provider**.

D. When interviews are given, or radio and television public service announcements provided that are short in duration, the non-discrimination statement does not have to be read in its entirety. Rather, a statement, such as ***"WIC is an equal opportunity provider."*** will meet the non-discrimination requirement. Please note that the Department of Public Health's Division of Communications prepares a news release annually to publicize the availability of WIC benefits. The news release is distributed to newspapers statewide.

E. Web sites used to inform the public about the WIC Program should include the nondiscrimination statement, or a link to it must be included on the website's home page.

IV. The "And Justice for All" poster must be prominently displayed in each WIC clinic. The poster should have the non-discrimination statement in both English and Spanish and can be ordered from the State WIC Office.

Authority

7 CFR § 246.8(a)(1)

FNS Instruction 113-1

USDA-FNS, WIC Policy Memorandum #2016-2

Definitions/Supporting Information

(None)