Georgia Department of Public Health

Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

2 Peachtree Street NW, 15th Floor
Atlanta, Georgia 30303-3142
www.health.state.ga.us

MEMORANDUM **ACTION MEMO #16-06**

TO: District Nutrition Services Directors

FROM: Shameyrae Miller, MPA SM
Deputy Director, Program Integrity & Strategy
Georgia WIC Program

DATE: November 18, 2015

RE: 2015 Non-Discrimination Statement

The purpose of this memorandum is to introduce the revised 2015 Non-Discrimination Statement (NDS). The revised Non-Discrimination Statement should be used for all Food and Nutrition Services (FNS) programs. All documents, pamphlets, website, etc. should be updated as follows:

1. Website must be updated by November 20, 2015;
2. Documents, pamphlets, brochures, etc. using NDS language prior to 2013 must be updated by December 31, 2015;
3. Documents, pamphlets, brochures, etc. using 2013 NDS language should be updated when supplies are exhausted or by September 30, 2016; or
4. All new printing must use the 2015 NDS

The revised Non-Discrimination Statement is as follows:

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.

Please note: "*This institution is an equal opportunity provider*" *is the* abbreviated *version of* the statement. It is an exception and should be used on a limited basis. ***State WIC Office approval is required before using the short statement on all materials.***

Georgia WIC is waiting for the Spanish translation of the new NDS. As soon as we receive the Spanish translation from USDA, we will send it out to the districts.

If you have any questions, please contact Abeda Hannan at 404-656-9883 or via e-mail at abeda.hannan@dph.ga.gov.

c: Debra L. Keyes, MA, RD, Director, Georgia WIC Program
District Health Directors
District Program Managers
WIC Deputy Directors
WIC Managers