



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234

Office of P-20 Education Policy  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
<http://www.cn.nysed.gov>

## Providing Meaningful Access to the Child Nutrition Programs

The U.S. Department of Agriculture's (USDA) [Food and Nutrition Service \(FNS\) Instruction 113-1](#) requires local educational agencies (LEAs) that participate in the federally funded Child Nutrition Programs to take responsible steps to ensure meaningful access to their programs and activities for English learners. The USDA defines English learners as individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

The attached list of taglines may be useful for LEAs when communicating with parents and guardians within the school district or institution. The purpose of the taglines is to inform the parent/ guardian, in the appropriate language, of who to contact within the district or institution if they need language assistance services.

The sample taglines below are in the six most common non-English languages spoken by LEP individuals in the State of New York, based on the United States census data. Currently, Spanish, Traditional Chinese, Russian, Haitian-Creole, Korean and Italian are the top six foreign languages.

LEAs are encouraged to send the taglines to all households at the beginning of the school year with information about free and reduced priced meals, and any time a new student registers with the district. LEAs should also have a plan in place to meet the language needs of parents/guardians who contact the district or institution to request language assistance services.

The sample taglines provided may be edited as needed. Translated versions of the USDA nondiscrimination statement have also been provided for your use.

**Sample Taglines to Inform Individuals with Limited English Proficiency  
of Language Assistance Services:**

**English**

**ATTENTION:** If you speak [insert language], language assistance services, free of charge, are available to you. Call 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

**Spanish**

**ATENCIÓN:** si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

**Traditional Chinese**

注意：如果您講中文，可以獲得免費的語言協助服務。

撥打 \_\_\_\_\_ TTY : \_\_\_\_\_

**Russian**

**ВНИМАНИЕ:** Если вы говорите на Русский, вам будут предоставлены бесплатные услуги языковой поддержки.

Телефон \_\_\_\_\_ Телетайп \_\_\_\_\_

**Haitian-Creole**

**ATANSYON:** Si ou pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele

\_\_\_\_\_ TTY: \_\_\_\_\_

**Korean**

주의사항: 한국어 구사자이신 경우, 무료 언어 지원 서비스를 이용하실 수 있습니다. 전화

\_\_\_\_\_ TTY: \_\_\_\_\_

**Italian**

**ATTENZIONE:** per chi parla italiano sono disponibili servizi di assistenza linguistica a titolo gratuito.

Chiamare il numero \_\_\_\_\_ TTY: \_\_\_\_\_

## Translated USDA Nondiscrimination Statement

### English

#### USDA Nondiscrimination Statement

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](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).

This institution is an equal opportunity provider.

## Spanish

**Los demás programas de asistencia nutricional del FNS, las agencias estatales y locales, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:**

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.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). 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](mailto:program.intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

## Traditional Chinese

### USDA 無歧視聲明

根據聯邦民權法律以及美國農業部 (U.S. Department of Agriculture, USDA) 民權法規與政策，USDA 及其機構、辦事處、員工以及參與或管理 USDA 計畫的組織一律嚴禁種族、膚色、原國籍、性別、年齡等歧視行為，或在 USDA 開展或資助的任何計畫或活動中對之前的民權活動進行打擊報復。

殘障人士如需以其他通訊方式瞭解計畫資訊（例如點字、大型印刷、錄音帶、美國手語等），請與向其申請福利的機構（州或當地）聯絡。如為罹患失聰、聽力障礙或語言障礙的人士，請透過聯邦中轉服務 (800) 877-8339 與 USDA 聯絡。另外，我們還可以採用英語之外的語言提供計畫資訊。

如需對計畫提出歧視投訴，請填寫 [USDA 計畫歧視投訴表](#) (AD-3027)，此表可在下列網址取得：  
[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)。或者，也可向任何 USDA 辦事處索取或寄信至 USDA 並於信中註明該表中所要求的所有資訊。請撥打 (866) 632-9992 索要投訴表。將填妥的表格或信件透過以下方式寄送至 USDA：

- (1) 郵寄：U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410；
- (2) 傳真：(202) 690-7442；或者
- (3) 電子郵件：[program.intake@usda.gov](mailto:program.intake@usda.gov)。

本機構是機會均等提供者。

## Russian

### Заявление о недопустимости дискриминации USDA

В соответствии с федеральным законодательством о гражданских правах и политикой Министерства сельского хозяйства США (U.S. Department of Agriculture, USDA), в USDA, его учреждениях, управлениях и представительствах запрещена дискриминация по признаку расовой принадлежности, цвета кожи, национального происхождения, пола, инвалидности и возраста, а также преследование или наказание за прошлую деятельность по защите гражданских прав в рамках любой программы или деятельности, осуществляемой или финансируемой USDA.

Лицам с ограниченными возможностями, нуждающимся в альтернативных средствах получения информации о программе (таких, например, как тексты, набранные шрифтом Брайля либо крупным шрифтом, аудиозаписи, сурдоперевод с использованием американского языка жестов и т. д.), необходимо обратиться в тот орган (местный или уровня штата), в который было подано заявление на пособие. Лица с полным или частичным нарушением слуха или речи могут обратиться в USDA через Федеральную службу передачи текстовых сообщений (Federal Relay Service) по номеру (800) 877-8339. Кроме того, информация о программе может быть доступна не только на английском языке.

Для подачи жалобы о дискриминации в рамках программы заполните [форму жалобы по поводу дискриминации USDA](#) (AD-3027), которую можно найти в интернете на странице [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), а также в любом офисе USDA или напишите письмо на адрес USDA с указанием всей информации, которая запрашивается в форме. Чтобы получить экземпляр формы для подачи жалобы, позвоните по номеру (866) 632-9992. Вы можете подать заполненную форму или отправить письмо в USDA:

- (1) по почте: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) по факсу: (202) 690-7442 или
- (3) по электронной почте: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Наша организация соблюдает принцип предоставления равных возможностей в своей работе.

## Haitian-Creole

### Deklarasyon USDA Kont Diskriminasyon

Konfòmeman ak lwa Federal sou dwa sivil epi règleman ak politik Depatman Agrikilti Etazini (U.S. Department of Agriculture, USDA) konsènan dwa sivil, USDA ansanm ak Ajans, biwo, ak anplwaye li yo, ak enstitisyon k ap patisipe oswa k ap jere pwogram USDA, entèdi fè diskriminasyon kont moun nan nenpòt pwogram oswa aktivite USDA ap fè oubyen finanse, poutèt ras, koulè, orijin nasyonal, sèks, andikap, laj, ni pou yo pa fè revanch oswa reprezay poutèt aktivite dwa sivil yon moun te patisipe ladan avan.

Moun ki gen andikap ki bezwen lòt mwayen kominikasyon pou jwenn enfòmasyon sou pwogram (tankou enfòmasyon ak ekriti Braille, gwo lèt, sou kasèt tep, Lang Siy Ameriken, elatriye), dwe kontakte Ajans (nan nivo Eta a oswa lokal) kote yo te aplike pou avantaj yo. Moun ki soud, ki tande di oswa ki gen pwoblèm pou pale ka kontakte USDA grasa Sèvis Relè Federal la nan (800) 877-8339. Anplisdesa, enfòmasyon pwogram yo gendwa disponib nan lòt lang ki pa Anglè.

Pou depoze yon plent pou diskriminasyon nan pwogram, ranpli [Fòm Plent pou Diskriminasyon nan Pwogram USDA](#) a, (AD-3027) w ap jwenn sou entènèt nan: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), ak nan nenpòt biwo USDA, oswa ekri yon lèt bay USDA epi mete nan lèt la tout enfòmasyon yo mande sou fòm la. Pou mande yon kopi fòm pou pote plent lan, rele nan (866) 632-9992. Soumèt fòm ou fin ranpli a oswa lèt ou an bay USDA pa:

- (1) Nan kourye lapòs: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Faks: (202) 690-7442; oswa
- (3) Imèl: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Enstitisyon sa se yon founisè ki trete tout moun egalego.

## Korean

주의사항: 한국어 구사자이신 경우, 무료 언어 지원 서비스를 이용하실 수 있습니다. 전화

TTY: \_\_\_\_\_

### USDA 비차별 진술서

연방 인권법과 미국 농무부(U.S. Department of Agriculture, USDA)의 인권 규정 및 정책에 따라 USDA와 그 에이전시, 사무실, 직원과 USDA 프로그램의 참여 또는 집행 기관들은 USDA가 실시하거나 재정을 지원하는 모든 프로그램 또는 활동에서 인종, 또는 피부색, 출신국, 성별, 장애, 연령에 기반한 차별이나 이전 인권운동에 대한 보복 행위나 양갈음을 금지하고 있습니다.

프로그램 정보를 받는 데 있어서 대체 의사소통 수단(예: 점자, 글자가 큰 인쇄물, 음성 테이프, 미국 수화 등)이 있어야 하는 장애가 있는 경우, 혜택을 신청한 기관(주 또는 지방자치단체)에 연락해야 합니다. 청각 장애인이나 언어 장애가 있는 사람은 연방 중계 서비스(800) 877-8339를 통해 USDA에 문의해야 합니다. 이 밖에도, 프로그램 정보는 영어 외에 다른 언어로도 제공됩니다.

프로그램 차별을 고발하려면 [USDA 프로그램 차별 고발 양식\(AD-3027\)](#)

을 [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)에서 다운로드하거나 USDA 사무소에서 받아서 작성하거나, 또는 USDA 주소지로 서한을 보내시면 됩니다. 해당 서한에는 양식에서 요청하는 모든 정보를 제공해야 합니다. 고발 양식이 필요한 분은 (866) 632-9992로 문의하십시오. 작성이 완료된 양식이나 서한은 다음 방식으로 USDA에 보내주십시오:

(1) 우편: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) 팩스: (202) 690-7442

(3) 이메일: [program.intake@usda.gov](mailto:program.intake@usda.gov).

본 기관은 기회의 평등을 제공하는 기관입니다.



## Italian

### Dichiarazione di non discriminazione dell'USDA

In conformità con la Legge federale sui diritti civili (Federal Civil Rights Law) e con le norme e i regolamenti sui diritti civili del Dipartimento dell'agricoltura degli Stati Uniti (U.S. Department of Agriculture, USDA), l'USDA, le sue agenzie, uffici e dipendenti e gli enti che partecipano o provvedono all'amministrazione di programmi dell'USDA hanno il divieto di operare discriminazioni in base a razza, colore della pelle, paese di origine, sesso, disabilità, età, o ritorsione per eventuali posizioni o interventi in favore dei diritti civili nell'ambito di qualsiasi iniziativa o attività realizzata o finanziata dall'USDA.

Le persone affette da disabilità che hanno bisogno di mezzi di comunicazione alternativi per ottenere informazioni sul programma (ad es. Braille, stampa a caratteri grandi, audiocassette, lingua dei segni, ecc.) dovranno contattare l'agenzia (statale o locale) presso cui hanno presentato la richiesta di sussidio. Le persone affette da sordità, problemi di udito o disturbi del linguaggio possono contattare l'USDA attraverso il Servizio federale di ritrasmissione (Federal Relay Service) al numero (800) 877-8339. Inoltre, le informazioni sul programma potranno essere rese disponibili in lingue diverse dall'inglese.

Per presentare un reclamo per discriminazione al programma, compilare il modulo AD-3027 [USDA Program Discrimination Complaint Form](#) (Modulo di reclamo per discriminazione al programma USDA), disponibile online sul sito [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) e presso qualsiasi ufficio USDA, o scrivere una lettera indirizzata all'USDA fornendo tutte le informazioni richieste nel modulo. Per richiedere una copia del modulo di reclamo, chiamare il numero (866) 632-9992. Spedire il modulo compilato o la lettera all'USDA:

- (1) a mezzo posta: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) via fax: (202) 690-7442; oppure
- (3) via e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Questo ente garantisce a tutti pari opportunità.