

STATE OF COLORADO

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Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

CDPHE-CACFP PROCEDURE MEMO #13-01

TO: Child Care Institution Representatives
FROM: Lynne Torpy, R.D., Director
Colorado Department of Public Health and Environment-
Child and Adult Care Food Program (CDPHE-CACFP)
DATE: July 2013
SUBJECT: Revised USDA Nondiscrimination Statement and Procedures for
filing a Complaint

The USDA nondiscrimination statement has been revised to read as follows:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs, the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

The above USDA nondiscrimination statement and the procedures for filing a complaint must be used in all informational materials disseminated to the public. However, if the material is too small to permit the full statement to be included (i.e., brochures, flyers, menus, and other media less than one page in length), the materials will at a minimum include the following short nondiscrimination statement:

Our Institution participates in a USDA-funded Program and is an equal opportunity provider and employer.

Continued use of existing forms is permitted until further notice. Existing *And Justice for All* posters remain authorized for use until the State Agency is provided with a new poster for distribution. Any new written materials which currently require the full Statement should be replaced with the revised full statement. New forms and publications must be printed with the updated Statement. Websites, online application and IT systems should be updated immediately. Enclosed is the nondiscrimination statement that you may cut and paste on your informational materials.

If you have any questions or need clarification, please contact the CDPHE-CACFP office at (303) 692-2330.

Thank you,
Child and Adult Care Food Program Staff