



COLORADO

Department of Public
Health & Environment

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*** CDPHE-CACFP PROCEDURE MEMO CENTERS #16-04 ***

*** CDPHE-CACFP PROCEDURE MEMO FDCH #16-04 ***

*** CDPHE-CACFP PROCEDURE MEMO ADC #16-03 ***

DATE: November 3, 2015
MEMO CODE: CENTERS #16-04, FDCH #16-04, ADC #16-03
SUBJECT: Revised 2015 USDA Nondiscrimination Statement
TO: All CACFP institutions

On October 9, 2015, the Colorado Department of Public Health and Environment, Child and Adult Care Food Program released CDPHE-CACFP Procedure Memo CENTERS #16-01, FDCH #16-01, ADC #16-01, which clarified use of the full and short versions of the 2013 USDA nondiscrimination statement. Within days of this policy release, the United States Department of Agriculture (USDA) issued the new 2015 nondiscrimination statement in the Mountain Plains Regional Office (MPRO) policy, SP 01-2016.

According to the MPRO policy, the new 2015 nondiscrimination statement for all Child Nutrition Programs 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.

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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.

If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in print in the same size as the text:
“USDA is an equal opportunity provider, employer, and lender.”

Where appropriate, a recipient may state:

“This institution is an equal opportunity provider.”

The use of the shortened statement is intended for limited circumstances only and is considered the exception rather than the rule. The full statement must be used otherwise.

According to USDA MPRO policy 01-2016, all institutions participating in the Child and Adult Care Food Program must comply with the following implementation deadlines for the new statement.

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

The CDPHE-CACFP recognizes the inconvenient timing of the release of these memoranda and the potential for confusion. The CDPHE-CACFP team is available to answer questions and provide assistance at 303-692-2330.

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