
DEPARTMENT OF AGRICULTURE & CONSUMER SVCS	P & P NUMBER:	250.21
BUREAU OF FOOD DISTRIBUTION	EFFECTIVE DATE:	December 15, 2000
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TALLAHASSEE, FLORIDA 32399-0800	PAGE NUMBER:	1 of 2

SUBJECT: Civil Rights

- A. **Purpose.** This policy provides guidance and procedures to ensure compliance with and enforcement of the prohibition against discrimination in all nutrition programs and activities.
- B. **Scope.** The policy applies to all recipient agencies.
- C. **Authority.**
1. FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.
 2. Departmental Regulation (DR) 4300-3, Public Notification Policy
 3. SERO, USDA Policy Memo 250.21-01, State Agency (SA) Responsibilities Regarding Civil Rights Complaints
- D. **Definition.**
1. Complaint. A verbal or written allegation of discrimination that indicates an FNS-conducted or assisted program is administered or operated in such a manner that it results in disparity of treatment or services being provided to persons or groups of persons because of their protected bases.
 2. Protected Bases. (Prohibited Bases) The bases for nondiscrimination are race, color, national origin, age, disability or sex.
- E. **Requirements.**
1. The following non-discrimination statement must appear on all printed materials issued by the recipient agency for public distribution: **“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.”

If the material is too small to permit the full statement to be included, the material will at a minimum include the statement, in print size no smaller than the text that **“This institution is an equal opportunity provider.”**

2. Prominently display the USDA nondiscrimination poster, “**And Justice for All**” or an FNS approved substitute. Copies of the poster can be downloaded, using the official size and format at <http://www.fns.usda.gov/cr/justice.htm>.
3. Recipient agencies must report all civil rights complaints to the **USDA within three (3) working days of receiving the complaint.**

The Florida Department of Education (FDOE) maintains primary responsibility for ensuring that all school food services are in compliance with the U.S. Department of Agriculture’s non-discriminating regulations (7 CFR, Parts 15, 15a and 15b) and FNS Instruction 113-1, Rev. 1. FDOE also retains responsibility for providing training annually to all NSLP and SFSP participants regarding Civil Rights, prohibited practices, handling and filing complaints, etc.