

NON-DISCRIMINATION GUIDELINES

“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.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

- To file a program complaint of discrimination in English, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](http://www.ascr.usda.gov/complaint_filing_cust.html) found on-line 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.
- 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.ascr.usda.gov/complaint_filing_cust.html, 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:
 - Complaints *based on all protected bases, except age* must be submitted forwarded to the address below within 5 calendar days.
 - Complaints *based on age (or age complaints that include other bases)* must be submitted to the address below within 5 business days of receipt.
- (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
- The English and Spanish *Civil Rights Assurance Statement* needs to be placed on all materials regarding the program that are produced for public information, public education, or public distribution:

**“This institution is an equal opportunity provider” or
“Esta institución es un proveedor que ofrece igualdad de oportunidades”**
- Translations
 - For a translation of the *Civil Rights Assurance Statement* go to <https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html>, select the language and *Statement of Non-Discrimination*.
- Display the **“And Justice for All” poster** with the *English and Spanish Discrimination Complaint Procedures* and the *English and Spanish Beneficiary Rights Forms* during distribution. If you need a poster or poster in another language go to: <https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations>. Or, you can pick up the original poster at the Food Bank.



Non-Discrimination Civil Rights Training Certificate

The Food Bank of East Alabama is providing partner agency representatives with the most current TEFAP and CSFP Civil Rights guidelines provided by the Alabama State Department of Education.

I, _____, certify that I have
(Print Agency representative's name)

been given and or emailed copies of the And Justice For All Poster, TEFAP and CSFP Civil Rights PowerPoint, English and Spanish Discrimination Complaint Procedures, English and Spanish Beneficiary Rights and Referral forms, English and Spanish Civil Right Complaint Forms, English and Spanish Civil Rights Assurance Statement, and made aware of their contents and how to display and implement guidelines as directed.

Agency Name: _____

Date: _____

The Food Bank of East Alabama is an Equal Opportunity Employer and Provider.
Esta institución es un proveedor que ofrece igualdad de oportunidades.