**CIVIL RIGHTS COMPLIANCE POLICY**

St. Mary’s Food Bank Alliance (SMFBA) provides the Child Nutrition Program meals to all eligible individuals without discrimination in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies

Because we are sponsors of a USDA funded program we 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 will be accommodated.

The USDA has developed a Civil Rights statement for use in its various programs. The purpose of the Civil Rights statement is to inform applicants, participants and potentially eligible persons of the policy of nondiscrimination and the procedure for filing a Civil Rights complaint to the USDA.

As a sponsor of the Summer Food Service Program, we will include the nondiscrimination statement on publications, websites, posters and informational materials mentioning USDA programs.

All Child Nutrition publications, website, posters and informational materials will be assessed annually to ensure that the nondiscrimination statement is included. If the nondiscrimination statement is missing on a publication, the nondiscrimination statement will be included the next time these publications are revised and reprinted. In the interim copies of the statement will be printed and attached to the current supply of publications until the next revision and reprinting.

The standard/full Civil Rights statement will be used wherever possible. However, if the material is too small to permit the full statement to be included, the condensed Civil Rights statement will be used.

**Standard/Full Civil Rights 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.*

**Condensed Civil Rights Statement**

*This institution is an equal opportunity provider.*

If a child is alleging discrimination while participating in one of our federally funded Child nutrition programs based on race, color, national origin, sex, age, or disability he/she has a right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be submitted verbally, in writing, or anonymously, the child/family guardian follow the procedures below in voicing their complaint:

1. A Discrimination Complaint Form will be completed by the child/parent/guardian
   * Blank complaint forms are maintained by Child Nutrition staff at SMFBA and on our website
2. The site receiving the complaint will indicate it on the Complaint Log
   * Sites must maintain a Complaint Log on site
   * Blank Complaint logs are also maintained by Child Nutrition staff at SMFBA and on our website.
3. Please notify your Site Specialist and/or Child Nutrition Program Manager immediately if a complaint is being filed.
4. A child/parent/guardian may also complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), 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.
5. A child/parent/guardian 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, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410,
   * by fax (202) 690-7442 or
   * Email at [program.intake@usda.gov](mailto: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.