

Father Maloney's Boys and Girls Haven

Policy: Nondiscrimination Policy for Food Service Program

Domain: Program Policies & Procedures

Policy Location: S:\Policy & Procedure Manual\Program Policies & Procedures

Approval Date: October 2011

Effective Date: October 2011

Dates of Revision: August 2015, November 2017

Dates of Review: November 2013; August 2015, November 2017

I. **POLICY**

The Food Service Program at Boys and Girls Haven adheres to the non-discrimination policy of the U.S. Department of Agriculture. This non-discrimination policy is communicated on all documents related to the Food Service Program. The policy is listed below:

“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.

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.”

Authorizing Signature(s):
