

Vermont Food Stamp Outreach Program
Outreach Grantee Guidelines to Comply with Federal Civil Rights Policy

All state and local agencies conducting USDA-supported services – including Food Stamp Program (FSP) outreach – must follow Food & Nutrition Service (FNS) civil rights policy requirements. FNS also expects their funding support to be acknowledged on materials produced with support.

Services to People with Disabilities: Your agency needs to make reasonable accommodations to have direct outreach services, such as application assistance, accessible to people with disabilities.

Services to People with Limited English Proficiency (LEP): Your agency is expected to monitor how often it has contact with LEP individuals from different language groups. If you have frequent contact with LEP clients speaking a particular non-English language, you should be aware of the FSP information or forms available in that language, if any. Commercial telephonic interpretation services should be used if needed to facilitate meaningful contacts with LEP individuals.

Requirement to Display USDA Poster: USDA's *"And Justice For All"* poster must be displayed at work sites where FSP outreach services are provided. Contact the Economic Services Division (ESD) Food & Nutrition Program Coordinator at 802-241-2458 if you need copies of this poster.

Requirement to Include Nondiscrimination Statement in FSP Promotional Items

Materials and Web-based tools used to inform the public about FNS programs must contain a nondiscrimination statement. The statement's content/length varies with the medium used:

1. Include the following statement in a FSP manual, training curriculum, Web site or other medium produced by your agency to convey FS information and with space for a paragraph:

"This [manual/Web site, etc.] was produced by the [your agency name/acronym] with support from the Food Stamp Program. 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, religion, political beliefs or disability. To file a complaint of discrimination, write to: USDA / Director, Office of Civil Rights / 1400 Independence Avenue, SW / Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."

Examples where that statement would appear might be a FSP informational booklet, packet of materials given to FSP training session participants, or electronic newsletter. You only need to include the statement either on or linked to the home page of an FSP promotional Web site.

2. For a FSP promotional brochure or Internet blurb supported with FSP outreach funds but too small for the above statement, you may say: *"This information is funded in part by the Food Stamp Program of the USDA, an equal opportunity provider and employer."* This must be in a type size no smaller than other text used in the page/document.
3. For a promotional poster, flyer, display, media release or public service announcement, you may simply say: *"The USDA is an equal opportunity provider and employer."*
4. It is not necessary to include a nondiscrimination statement on FSP promotional items like cups, door hangers, magnets or pens whose size or shape makes that infeasible.