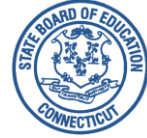





STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs (including the Special Milk Program)

FROM: John D. Frassinelli, Bureau Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 6, 2020

SUBJECT: Operational Memorandum No. 07-20
Proper Use of the Nondiscrimination Statement and the “And Justice for All” Posters

This memorandum serves to remind local educational agencies (LEA) of the proper use of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) nondiscrimination statement (NDS) and the “And Justice for All” posters.

Federal Nondiscrimination Statement

As outlined in [FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities](#), all information materials, sources, and websites, used by school food authorities (SFA) to inform the public about the Child Nutrition Programs (CNP) must contain the most current federal NDS. The current USDA NDS is available on the Connecticut State Department of Education’s (CSDE) [Nondiscrimination Statements](#) webpage.

SFAs must include the federal NDS in a prominent location on all documents related to activities in the CNP, such as public information releases, publications, and letters to households. The SFA’s CNP webpage must have the NDS, or a direct link to the NDS, on the home page at a minimum.

SFAs can use the short statement for documents that are one page such as a menu, pamphlet, flier, or poster. The font cannot be smaller than the preceding text and must read “This institution is an equal opportunity provider.”

“And Justice for All” Posters

The USDA’s new “And Justice for All” posters are now available from the Connecticut State Department of Education (CSDE). The posters will be distributed in the two ways below:

1. The CSDE will provide the posters during the Administrative Review for SFAs that have one scheduled for the remainder of school year (SY) 2019-20.
2. Posters will be distributed to SFAs during CSDE-sponsored trainings for the CNPs.

Please note that during the period that USDA was revising and reissuing new posters, program findings were not being issued during an Administrative Review if a SFA did not display the new “And Justice for All” posters. However, when SFAs receive the new posters, they must comply with the USDA requirements. FNS Instruction 113-1 mandates that SFAs must prominently display the posters where participants and potential participants have access to the CNP. “And Justice for All” posters must be displayed in the specific size of 11 inches wide by 17 inches tall. Although FNS provides a link to a PDF of the poster, it is for reference only, and printing it from that link does not comply with federal regulations. However, if needed, the NDS statement is available on the USDA’s [“And Justice for All” Posters \(Guidance and Translations\)](#) webpage in many alternate languages and may be printed and displayed alongside of the poster.

If the classroom is the only location where children receive meals (breakfast, lunch, snack, or milk), the “And Justice for All” posters must be displayed in each classroom. If the school or site provides meals (breakfast, snack, or milk) in the classroom and lunch or other meals in the cafeteria, the school or site is only required to display the poster in the cafeteria. The exception to this requirement is if a student never visits the cafeteria due to a disability or other reason, then that classroom or location where that student receives meals requires a poster.

For more information on civil rights, visit the CSDE’s [Civil Rights](#) webpage. Please share this memorandum with district administrators to ensure compliance with the federal and state regulations. Questions may be directed to your school nutrition consultant.

CSDE Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> • Fairfield County (includes Region 9) • Litchfield County (includes Regions 1, 6, 7, 12, and 14) 	<p>Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129</p>
<ul style="list-style-type: none"> • Hartford County (includes Region 10) • Middlesex County (includes Regions 4, 13, and 17) 	<p>Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079</p>
<ul style="list-style-type: none"> • New Haven County (includes Regions 5, 15, and 16) 	<p>Jackie Schipke jackie.schipke@ct.gov 860-807-2123</p>
<ul style="list-style-type: none"> • New London County • Tolland County (includes Regions 8 and 19) • Windham County (includes Region 11) 	<p>Susan Alston susan.alston@ct.gov 860-807-2081</p>

JDF:saa

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.