

THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) ALABAMA CIVIL RIGHTS INFORMATION -- ANNUAL UPDATE

Information on FNS Instruction 113-1, Civil Rights Compliance and Requirements - Nutrition Program and Activities, which applies to programs administered by the Alabama State Department of Education - Food Distribution Programs. Designated contact person at USDA SERO for Civil Rights complaints is Sherry Daigre, Sherry.Daigre@fns.usda.gov, (404) 562-0532.

Please have this information and maintain in a readily accessible place so you can refer to it as needed.

1. The Food Distribution Program staff is required to provide training to our Recipient Agencies and state staff concerning Civil Rights laws, regulations, etc. annually.
2. State Agency, Recipient Agencies, sites, sub-distributors, etc. serving the public, must prominently display the "And Justice for All" poster in a conspicuous location and include the Civil Rights statement on all written materials, posters, web sites, applications for benefits, provided to the public.

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, creed, national origin, class origin, nationality, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, physical or mental disability, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, or any other characteristic protected by law, in any program or activity conducted or funded by USDA (not all bases apply to all programs) Feeding America, and MAFB. Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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.

3. Only complaints alleging discrimination based on one of the protected classes (race, color, origin, sex, age, or disability) is considered a CR complaint.
4. Handling of CR complaints: Complaints may be filed verbally or in writing. If verbally, person taking the complaint should obtain and write down all pertinent/necessary information provided by the complainant. Complaint must be forwarded to USDA SERO, Office of Civil Rights, within 3 days, as required. Attached is a copy of the sample complaint form provided to the RAs, which may be used for this purpose or as a guide for obtaining the necessary information.
5. Religion is not considered a protected class for the Food Distribution Program or TEFAP. Complaints alleging discrimination based on religion, requiring attendance or participation in religious service, reading religious books, asking client's religious affiliation, etc., must be treated as "program" complaints.
6. Anyone in the Food Distribution office receiving a complaint alleging discrimination of any kind: Write down all the information and send immediately, via a-mail, to the Administrator of the Food Distribution Program with a copy to Mr. Perry W. Fulton, Child Nutrition Program Director.
7. Comprehensive Review: The review and review form must help determine:
 - a. Whether potentially eligible persons and households have an equal opportunity to participate in the program.
 - b. Whether offices are displaying the USDA "And Justice for All" poster in a conspicuous location.
 - c. If nondiscrimination statement is included on all printed materials, i.e., application, pamphlets, forms, web site, etc., and if graphic materials reflect inclusiveness based on race, color, national origin, age, sex, and disability.
 - d. Whether program information is being made available to potentially eligible persons, program applicants, and participants; and to other organizations that may assist local agency in reaching potentially eligible populations.
 - e. Whether CR complaints are being handled in accordance with established policy and procedures. Whether the RA is conducting annual CR training for its staff, sites and sub-distributors.

Agency Name

CIVIL RIGHTS COMPLAINT FORM

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

Complaints should be forwarded within 3 days after the filing of the complaint to:

**Civil Rights Office
U.S. Department of Agriculture, Southeast Regional Office
61 Forsyth Street, S.W., Room 8T36
Atlanta, GA 30303-315**

1. Person filing complaint:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: Home () _____ Work: () _____

2. Person(s) discriminated against, if different from above:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: Home: () _____ Work: () _____

3. Agency and department or program that discriminated:

Agency Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Individual's name, if known: _____

4. Discrimination based on:

_____ Race _____ Color _____ National Origin

_____ Sex _____ Age _____ Disability

5. Nature of complaint: Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against.

5. (Cont'd.)

6. Date(s) when discrimination took place: _____
If continuing, the duration of such action: _____

7. Persons who may have knowledge of the discriminatory action:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: Home: () _____ Work: () _____

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: Home () _____ Work: () _____

*In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write 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."

For Office Use Only:	Date Complaint Received: _____
Date Forwarded to the USDA: _____	
By: _____ Recipient Agency – Name: _____	
_____ State Agency – Name: _____	
Notes:	

