



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234

Office of P-20 Education Policy  
Child Nutrition Program Administration  
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## Providing Meaningful Access to the Child Nutrition Programs

The U.S. Department of Agriculture's (USDA) [Food and Nutrition Service \(FNS\) Instruction 113-1](#) requires local educational agencies (LEAs) that participate in the federally funded Child Nutrition Programs to take responsible steps to ensure meaningful access to their programs and activities for English learners. The USDA defines English learners as individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

The attached list of taglines may be useful for LEAs when communicating with parents and guardians within the school district or institution. The purpose of the taglines is to inform the parent/ guardian, in the appropriate language, of who to contact within the district or institution if they need language assistance services.

The sample taglines below are in the six most common non-English languages spoken by LEP individuals in the State of New York, based on the United States census data. Currently, Spanish, Traditional Chinese, Russian, Haitian-Creole, Korean and Italian are the top six foreign languages.

LEAs are encouraged to send the taglines to all households at the beginning of the school year with information about free and reduced priced meals, and any time a new student registers with the district. LEAs should also have a plan in place to meet the language needs of parents/guardians who contact the district or institution to request language assistance services.

The sample taglines provided may be edited as needed. Translated versions of the USDA nondiscrimination statement have also been provided for your use.

**Sample Taglines to Inform Individuals with Limited English Proficiency  
of Language Assistance Services:**

**English**

**ATTENTION:** If you speak [insert language], language assistance services, free of charge, are available to you. Call 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

**Spanish**

**ATENCIÓN:** si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

**Traditional Chinese**

**注意：**如果您講中文，可以獲得免費的語言協助服務。

**撥打** \_\_\_\_\_ **TTY：** \_\_\_\_\_

**Russian**

**ВНИМАНИЕ:** Если вы говорите на Русский, вам будут предоставлены бесплатные услуги языковой поддержки.  
**Телефон** \_\_\_\_\_ **Телетайп** \_\_\_\_\_

**Haitian-Creole**

**ATANSYON:** Si ou pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele  
\_\_\_\_\_ **TTY:** \_\_\_\_\_

**Korean**

**주의사항:** 한국어 구사자이신 경우, 무료 언어 지원 서비스를 이용하실 수 있습니다. 전화  
\_\_\_\_\_ **TTY:** \_\_\_\_\_

**Italian**

**ATTENZIONE:** per chi parla italiano sono disponibili servizi di assistenza linguistica a titolo gratuito.  
**Chiamare il numero** \_\_\_\_\_ **TTY:** \_\_\_\_\_

## USDA Nondiscrimination Statement

### English

#### USDA Nondiscrimination Statement

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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USDA Nondiscrimination Translated Statements: <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>