

## Pennsylvania SNAP-Ed Policies and Procedures

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<b>Policy Number:</b>	NE-02
<b>Policy Title:</b>	Required Messages on Materials Distributed to SNAP-Ed Participants
<b>Effective Date:</b>	October 1, 2017

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### POLICY

Print (e.g. brochures, newsletters, education curricula, etc.) and non-print (e.g. audio, videos, websites, etc.) materials developed, adapted, or reprinted using Supplemental Nutrition Assistance Program (SNAP) Education (SNAP-Ed) funds must

- (1) credit SNAP as a funding source, and
- (2) include the non-discrimination statement.

The full version of the non-discrimination statement is only required if SNAP or other Food and Nutrition Service (FNS) program eligibility or application information is provided. SNAP-Ed webpages should provide the full version of the non-discrimination statement if there is information that requires the full statement anywhere on the website – even if it is on a different page. The recommended practice is to include a link in the footer of the website to the full non-discrimination statement.

The short version of the non-discrimination statement is typically sufficient for SNAP-Ed. In general, anything that features USDA logos, such as MyPlate, or communicates SNAP-Ed programming information, including times, dates, and locations as well as objectives and outcomes of classes or activities falls into this category.

The following are some additional guidelines for the non-discrimination statement:

- Additions, edits, or deletions are not allowed.
- The minimum font size for brochures is 8 point; for all other print and non-print materials, the statement must be legible.
- Use provided USDA translations for participants who do not understand English.
- Ensure websites are linking to the correct statement. <http://www.fns.usda.gov/fns-nondiscrimination-statement>

When any changes or additions are made to the content or design of USDA-authored SNAP-Ed materials, including addition of the name or logo of an organization or company, the SNAP and USDA logos must be removed and the following statement must be added:

(3) Adapted from U.S. Department of Agriculture, Supplemental Nutrition Assistance Program. USDA does not endorse any products, services, or organizations. Provided by [organization's name].

### PURPOSE

To ensure that each Local Partner (LP) complies with Food and Nutrition Service (FNS) SNAP-Ed Plan Guidance by crediting SNAP as a funding source and supplying nondiscrimination information on materials distributed to SNAP-Ed participants.

Materials subject to this policy include but are not limited to:

- PA SNAP-Ed Approved Curricula & Supporting Materials

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- Recruitment & Promotional Materials
- Consent Forms
- Web pages
- Billboards
- Videos
- Television or Radio Material

### PROCEDURE

Include required messages on all materials distributed to SNAP-Ed participants that are developed or (re-)printed with SNAP-Ed funds. The messages need only be placed on the front, back or inside cover of materials that are stapled and distributed as one item. If the item is only partially funded by SNAP-Ed, start the statement with "This material was funded in part by..."

### Full Statement (English)

This material was funded by USDA's Supplemental Nutrition Assistance Program (SNAP) through the PA Department of Human Services (DHS).

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, religious creed, disability, age, political beliefs, 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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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### Shortened Statement (English)

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### Full Statement (Spanish)

Este material se desarrolló con fondos proporcionados por el Supplemental Nutrition Assistance Program (SNAP en inglés) del Departamento de Agricultura de los EE.UU. (USDA siglas en inglés) a través del Departamento de Servicios Humanos de Pennsylvania (DHS).

Las agencias estatales o locales de SNAP y FDPIR, y sus beneficiarios secundarios, deben publicar el siguiente Aviso de No Discriminación:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf). y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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(3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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### **RELATED POLICIES**

NE-01: Copyright Clearance for Educational Materials

GA-07: Presentation and Publication Credits, Data Usage, and Publicity

### **REFERENCE**

FNS SNAP-Ed Plan Guidance