



Division of Health and Wellness

Public Notification

All sponsors must comply with the public notification requirement each year. Within available resources, you take positive and specific actions which encourage participation and inform all potential participants, particularly minorities, of the availability and benefits of the program. A copy of the appropriate documentation must be submitted along with this document in the annual application.

PRICING ONLY

Public Notification should be made. In addition to sending the notification, a copy of the notification as printed would document the activity.

- Printed news media targeting the Washington, D.C. community.
- Local public or cable television or radio spot announcements. Documentation would include the announcement and when it was broadcast or a copy of the letter agreeing to run the announcement.
- School Lunch information posted on web site. (Submit hard copy of web site - **NOT** the web site address)

NON-PRICING ONLY

Sponsors are not required to submit a public notification to the media but must fulfill this requirement through the use of one or more of the other suggested activities outlined below.

- Brochures sent to potential participants of your program.
- Local public or cable television or radio spot announcements. Documentation would include the announcement and when it was broadcast or a copy of the letter agreeing to run the announcement.
- Personal letters to influential community groups including brochures, posters and handouts. Attach copies of the letter and handouts to document this activity along with a list of organizations contacted.
- Handouts at places of employment, unemployment offices, or union offices. This is in addition to the requirement listed in the policy and would serve as a follow-up and reinforcement.

- Participation in local community fairs such as recruitment for schools, county fairs, job fairs, community pride activities. A booth with posters and handouts. Attach a copy of schedule with handouts to document this activity.
- Participation as a recruitment speaker to local groups with a list of engagements and text of the speech.
- Posters and handouts at local community centers, houses of worship, and other gathering places. Secondary coverage could include supermarket announcement boards, laundromats, etc.
- Inclusion of handouts with mailings by other programs, service organizations, community services groups or local government.
- School Lunch information posted on web site. (Submit hard copy of web site - **NOT** the web site address)

CIVIL RIGHTS

Additionally, this public notification and all informational materials about the school or institution's nutrition programs must contain the following Non-Discrimination Statement:

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, disability, age, 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, 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.

This institution is an equal opportunity provider.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).
USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) states the following:

Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or ohr@dc.gov.

Residential child care institutions which are not licensed to accept individuals with certain kinds of disabilities and therefore, feel they are unable to make this statement, may add the following phrase as clarification:

This institution is primarily a special agency for _____

(State the services that you provide)

and geared only to take care of those types of conditions. Individuals with other disabilities will be referred to another institution with appropriate services.

SCHOOL FOOD AUTHORITY (SFA) USE ONLY	
SFA Name: <u>Top Spanish Catering</u>	SFA Address: <u>1920 Bladensburg Road, NE, Wash. DC 20002</u>
Signature of Authorized Official: <u>Melissa Marie Diagne</u>	Title: <u>Head of School</u>
Printed: <u>Dr. Al'Deye Diagne</u>	Date: <u>10/16/17</u>