

IOWA INSTRUCTION 230-384 THIRD EDITION - NON-DISCRIMINATION STATEMENT ON PUBLICATIONS

1. PURPOSE:

This Iowa Instruction provides direction regarding non-discrimination statements on all publications on display in all offices and distributed at events. All publications displayed in or distributed by any office must have a non-discrimination statement.

2. ROLES AND RESPONSIBILITIES:

NRCS requires that all publications on display in or distributed by all offices include a non-discrimination statement. NRCS publications must include the NRCS non-discrimination statement; non-NRCS publications must include the statement used by the agency or organization that developed the publication. If a publication does not include a non-discrimination statement, it will not be displayed in an NRCS office.

3. PROCESS:

The appropriate nondiscrimination statement must appear on all USDA/NRCS materials produced by USDA, NRCS, or recipients of USDA or NRCS program assistance for public information, public education, or public distribution including, but not limited to program information, district newsletters, agency letterhead, fact sheets, publications, etc. If the material is too small to permit the full statement, the material will, at minimum, include the nondiscrimination statement shortened version: **An Equal Opportunity Provider and Employer**. For use in development of new NRCS publications, the current NRCS nondiscrimination statement is:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or participating in a program that receives financial assistance from USDA, you may file a complaint with USDA. Information about how to file a discrimination complaint is available from the Office of the Assistant Secretary for Civil Rights. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, complete, sign, and mail a program discrimination complaint form, available at any USDA office location or online at www.ascr.usda.gov, or write to:

**USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW.
Washington, DC 20250-9410**

Or call toll free at (866) 632-9992 (voice) to obtain additional information, the appropriate office or to request documents. 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 (in Spanish). USDA is an equal opportunity provider, employer, and lender.

Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD.)

Please contact Laura Crowell, State Outreach Coordinator, at (515) 284-4262, or laura.crowell@ia.usda.gov with any questions.

Approved By:

Date: September 17, 2012

/s/

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