



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Guidelines to Assure Civil Rights Statement is Included on All Program Materials in Compliance with Applicable Federal and State Laws

NUMBER: BUL-1904.0

ISSUER: Michael A. Eugene, Business Manager
Business Services Division

DATE: December 19, 2006

ROUTING

Principals
Local District
Superintendents
Area Food Services
Supervisors
Cafeteria Managers

PURPOSE: To ensure that the federal nondiscrimination statement is included on all program materials related to the National School Lunch and School Breakfast Programs.

MAJOR CHANGES: School sites develop materials regarding the National School Lunch and School Breakfast Programs locally. All such materials must be reviewed by the assigned Area Food Services Supervisor or the site administrator to assure that the federal nondiscrimination statement is included.

BACKGROUND: The National School Lunch, School Breakfast and After School Snack Programs recently went through a mandatory audit referred to as the Coordinated Review Effort (CRE). Forty three of the District’s schools were selected for the audit. The audit found locally developed materials did not include the federal nondiscrimination statement. This citation is addressed in this bulletin.

GUIDELINES: [Criteria for Determining Procedural Changes](#)

The authorized statement reads as follows:

“In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- RESPONSIBILITIES:**
1. Food Services staff will review all locally developed materials at the request of site administrators pertaining to the National School Lunch and School Breakfast Programs.
 2. The site administrator should assure that the federal nondiscrimination statement is included on all program related materials.

ASSISTANCE: If you have any questions regarding the federal nondiscrimination statement, please contact Food Services (213) 241- 2993.

AUTHORITY: Management Bulletin 02-902; Civil Rights and Complaint Procedures; California Department of Education
California Code of Regulations; Title 5, Sections 4600-4671

The federal nondiscrimination statement should be placed on the bottom of all materials related to the National School Lunch and School Breakfast Programs.