

## Taglines and 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 (CNPs) to take responsible steps to ensure meaningful access to their programs and activities by 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.

To assist LEAs with providing meaningful access to their CNPs, the Connecticut State Department of Education (CSDE) has developed a list of taglines that LEAs can use when communicating with parents and guardians within the school district or institution. The purpose of the taglines is to inform the English learner parent/guardian (in their spoken language) of who to contact within the district or institution if they need language assistance services.

The sample taglines on page 2 are in the six most frequently spoken languages in Connecticut, according to the CSDE's [English Learners](#) website. The six languages are:

- Spanish;
- Arabic;
- Mandarin Chinese;
- Portuguese;
- Polish; and
- Haitian Creole.

LEAs should also be aware of the English learner languages spoken within their district or institution. For additional language tagline translations, visit the U.S. Department of Health and Human Services' [Translated Resources for Covered Entities](#) website.

LEAs should include all taglines with their Frequently Asked Questions (FAQs) letter, which is sent to all households at the beginning of the school year; 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. **Note:** The FAQ letter is available on the CSDE's website at <https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Milk-in-School-Nutrition-Programs/Documents>.

The CSDE's [Sample Taglines Form](#) is a Word version of the taglines that LEAs may edit as needed.

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Sample tagline informing 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).

### Arabic

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-xxx-xxx-xxxx (رقم هاتف الصم والبكم: 1-xxx-xxx-xxxx).

### Mandarin Chinese

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx)。

### Portuguese

**ATENÇÃO:** Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

### Polish

**UWAGA:** Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

### Haitian Creole

**ATANSYON:** Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-xxx-xxx-xxxx (TTY: 1-xxx-xxx-xxxx).

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## Resources

Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Milk-in-School-Nutrition-Programs>

English Learners (CSDE webpage):

<https://portal.ct.gov/SDE/English-Learners/English-Learners/Documents>

FNS Instruction 113-1 (USDA):

<https://fns-prod.azureedge.net/sites/default/files/113-1.pdf>

Limited English Proficiency (CSDE's Civil Rights for Child Nutrition Programs webpage):

<https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs#LEP>

Sample Parent/Guardian Letter: Frequently Asked Questions About Free and Reduced-price School Meals (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/ParentLetterMeals.doc>

Sample Parent/Guardian Letter: Frequently Asked Questions About Free and Reduced-price School Meals (*Spanish*): Preguntas frecuentes sobre comidas gratuitas o a precio reducido en la escuela (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/ParentLetterMeals\\_Spanish.doc](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/ParentLetterMeals_Spanish.doc)

Sample Parent/Guardian Letter: Frequently Asked Questions About Free School Milk (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/ParentLetterMilk.doc>

Sample Parent/Guardian Letter: Frequently Asked Questions About Free School Milk (*Spanish*): Plantilla para preguntas frecuentes sobre leche gratuita en la escuela (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/ParentLetterMilk\\_Spanish.doc](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/ParentLetterMilk_Spanish.doc)

Sample Taglines Form (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/TaglinesForm.doc>

Translated Resources for Covered Entities website (U.S. Department of Health and Human Services): <https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html?language=es>

USDA Memo SP 37-2016: Meaningful Access for Persons with Limited English Proficiency in the School Meal Programs: Guidance and Q&As: <http://www.fns.usda.gov/meaningful-access-persons-limited-english-proficiency-lep-schoolmeal-programs-guidance-and-qas>

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For more information, see the USDA's *Eligibility Manual for School Meals* and the Connecticut State Department of Education's (CSDE) *Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs* webpage, or contact the *school nutrition programs staff* in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/TaglinesForeignLanguage.pdf>.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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).

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