

# 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 six frequently spoken languages by students in Connecticut public schools:

- Spanish
- Portuguese
- Arabic
- Chinese Mandarin
- Polish
- 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 in the "[Application Forms](#)" section of the CSDE's Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage.

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

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## Sample Taglines

The sample taglines below inform 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).

### Portuguese

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 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).

### Chinese Mandarin

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)

### 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 Free Milk in School Nutrition Programs](#) (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs>

[English learner/Multilingual learner \(EL/ML\)](#) (CSDE webpage):

<https://portal.ct.gov/sde/english-learners/english-learner-multilingual-learner>

[FNS Instruction 113-1](#) (USDA):

<https://www.fns.usda.gov/cr/fns-instruction-113-1>

[Limited English Proficiency](#) (“Civil Rights for School Nutrition Programs” section of CSDE’s Civil Rights for Child Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs/civil-rights-for-school-nutrition-programs#LEP>

[Sample Parent/Guardian Letter: Frequently Asked Questions about Free and Reduced-price School Meals](#) (“Parent and Guardian Notification Letters” section of CSDE’s Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/parent-and-guardian-notification-letters>

[Sample Taglines Form for Child Nutrition Programs](#) (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/taglines\\_sample\\_form\\_cnp.docx](https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/taglines_sample_form_cnp.docx)

[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>

[USDA Memo SP 37-2016: Meaningful Access for Persons with Limited English Proficiency in the School Meal Programs: Guidance and Q&As](#):

<https://www.fns.usda.gov/cn/meaningful-access-persons-lep-school-meal-guidance-and-qas>

For more information, visit the [Limited English Proficiency \(LEP\)](#) section of the Connecticut State Department of Education’s Civil Rights for Child Nutrition Programs webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/sde/nutrition/nsipforms/freered/taglines\\_providing\\_meaningful\\_access\\_cnps.pdf](https://portal.ct.gov/-/media/sde/nutrition/nsipforms/freered/taglines_providing_meaningful_access_cnps.pdf).

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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