The sample taglines below are in the six most frequently spoken languages in Connecticut (Spanish, Arabic, Mandarin Chinese, Portuguese, Polish, and Haitian Creole). The taglines state “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).”

**Instructions**

1. Insert the appropriate phone numbers in the yellow highlighted sections, including the appropriate district contact person and “TTY” phone number. (Note: “TTY” refers to Text Telephone or a special device that assists hearing impaired individuals.)
2. Insert other languages in the blank sections, as needed, based on the English learner languages spoken within the district/institution. For additional language tagline translations, visit the U.S. Department of Health and Human Services’ [Translated Resources for Covered Entities](https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html) website.
3. Copy and paste the information below into a document that will be the cover page for the district/institution’s [Frequently Asked Questions (FAQs) letter](https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/documents#FamilyApplication). This letter is sent to all households at the beginning of the school year and any time a new student registers with the district.

For additional guidance, refer to the Connecticut State Department of Education’s (CSDE) resource, [*Taglines and Providing Meaningful Access to the Child Nutrition Programs*](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Taglines_Providing_Meaningful_Access_CNPs.pdf)*.*

# 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).

[Insert language, as needed]

[Insert language, as needed]

For more information, visit the CSDE’s [Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs](file:///\\sde-fs1mid2h\bhnp\CN%20Shared\Child%20Nutrition%20Web%20Docs\Schools\Forms\Free%20and%20Reduced%20Disclosure%20Release\Eligibility%20for%20Free%20and%20Reduced-price%20Meals%20and%20Milk%20in%20School%20Nutrition%20Programs) webpage or contact the [school nutrition programs staff](https://portal.ct.gov/SDE/Nutrition/Contact-Information-for-School-Nutrition-Programs) 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/NSLP/Forms/FreeRed/‌Sample\_Taglines\_Form\_CNP.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Sample_Taglines_Form_CNP.docx).

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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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