



Date: April 2, 2019

To: Ohio Meat and Poultry Establishment License Holders

From: Dennis Summers, DVM
Acting Chief

Subject: "And Justice for All"

Please review the enclosed information regarding fair and equal treatment for all program participants:

"Justice For All" Poster

This prominent poster is displayed in all meat and poultry establishments licensed by the Ohio Department of Agriculture Division of Meat Inspection to indicate the non-discriminatory policy of the department. It is the policy of the Ohio Department of Agriculture (ODA) and the United States Department of Agriculture (USDA) to ensure that no person is excluded from, denied the benefits of, or otherwise subjected to prohibited discrimination in programs conducted by these departments on the bases of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status, or because all or part of an individual's income is derived from any public assistance program.

The Ohio Meat and Poultry Inspection Program receives significant funding from USDA to conduct the state program and therefore maintains a strong relationship with our federal colleagues to ensure fair and equal treatment of all participants.

How to file a Program Discrimination Complaint

This document describes the procedures for filing an alleged discrimination complaint. A complaint can be filed either by telephone or in writing.

Questions regarding the "And Justice For All" poster or the procedures for filing a program discrimination complaint can be discussed with an ODA inspector, District Supervisor, Regional Veterinarian, or the Division's Administrative Staff. Alternatively, inquiries may be made directly to the USDA Office of Civil Rights at (866) 632-9992 (toll free), (202) 402-0216 (TDD), or (800) 877-8339. If additional special assistance is required, please contact the USDA TARGET Center at (202) 720-2600 (voice and TTY).



Guidance for filing a discrimination complaint either by telephone or in writing is provided below:

- You can call the USDA Office of Civil Rights at (866) 632-9992 (voice), (202) 402-0216 (TDD), or (800) 877-8339. If additional special assistance is required, please contact the USDA TARGET Center at (202) 720-2600 (voice and TTY). You may also contact the Ohio Department of Agriculture, Human Resources Department at (614) 466-4595 (voice), or (800) 750-0750 (TTY Ohio Relay Service).
- You can write a letter to either Department. Please include the following information in the letter:
 - Your name, address, and telephone number.
 - The name, address and telephone number of your attorney or authorized representative, if you are represented.
 - The basis of your complaint. Please explain the source of the alleged discrimination. The basis is essentially the violation of your rights with regard to your protected class. You may indicate more than one protected class.
 - The date that the alleged discrimination occurred. Please note the departments only have the authority to investigate discrimination claims that occurred no more than 180 days prior to the filing of the complaint. A waiver may be requested for claims occurring outside of this filing time period.
 - The name of the individual responsible for the discrimination and the agency the individual represents.
 - A detailed explanation of the alleged discriminatory action. Please include any documentation that supports the discrimination claim.

Please mail the letter to the following departments listed below:

U.S. Department of Agriculture
Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Ohio Department of Agriculture
Human Resources Department
8995 East Main Street
Reynoldsburg, OH 43068

The Division of Meat Inspection greatly appreciates your attention regarding this very important matter.





AND JUSTICE FOR ALL



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) 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**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(202) 690-7442; or

email:

program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, reglamentos y políticas del Departamento de Agricultura de los Estados Unidos (U.S. Department of Agriculture, USDA), se prohíbe a esta institución discriminar por motivo de raza, color, nacionalidad, sexo, edad, discapacidad y reprimir o tomar represalias por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición se aplican a todos los programas).

Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al **(202) 720-2600** (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al **(800) 877-8339**. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al **(866) 632-9992**. Envíe su formulario o carta completos al USDA por

correo:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(202) 690-7442; o

correo electrónico:

program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.