

Tips and Things to Do

1. Establish Civil Rights compliance file.
2. Review all ads and other printed materials to add the required nondiscrimination statement and applicable civil rights logos. Keep a copy of all newly printed materials and place in Civil Rights compliance file.
3. Review application for service and redesign to include provision of ethnic/racial data. Order new redesigned applications and place a copy in Civil Rights compliance file.
4. Annually, prepare a list of corporate officers; indicate gender and ethnic/racial type and place in Civil Rights compliance file.
5. Review employee applications and redesign to include provision of ethnic/racial data. Prepare an annual summary of employees by gender and ethnic/racial type and place in Civil Rights compliance file.
6. Conduct a self-evaluation of your facility for barriers to full participation as required by Section 504 of the Rehabilitation Act of 1973 and identify methods for eliminating the barriers. Please be advised that USDA is concerned with the facility financed with USDA federal assistance. If your facility has been expanded using other non-federal sources of assistance please identify this space accordingly in the self-evaluation report. In the event a transition plan must be developed, file a copy of the self-evaluation and transition plan in the Civil Rights compliance file.
7. Place the "And Justice for All" poster in a prominent public place in your facility.