

Civil Rights

Civil Rights regulations are intended to assure that benefits of Child Nutrition Programs are made available to all eligible people in a non-discriminatory manner. Those participating in USDA Child Nutrition programs are required to administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery.

Requirements:

- ✓ Provide all eligible participants the benefits of child nutrition programs in a non-discriminatory manner.
- ✓ Collect and report ethnicity and racial data of participants annually.
- ✓ Maintain a public notification system that notifies applicants, participants, and potentially eligible persons of program availability, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint.
- ✓ Display the "Justice for All Poster" anywhere program benefits are available.
- ✓ Take reasonable steps to assure access to individuals with Limited English Proficiency (LEP).
- ✓ Prevent overt identification of participants eligible for and/or receiving meal benefits.
- ✓ Provide and document annual Civil Rights training to any staff that interacts with program applicants or participants and their supervisors.
- ✓ Have and follow a procedure for handling Civil Rights Complaints.
- ✓ Include USDA non-discrimination statements on all program materials distributed to the public (*statement updated 10/2015*). Must be printed in the same size font as the document.

-Long version: for all other materials, media announcements and web pages

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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: 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.

-A short version of the statement may be used when the document is small and cannot realistically include the full statement without changing the nature of the document (example: menus).

"This institution is an equal opportunity provider."

Staff Civil Rights Training

Must be conducted annually and include:

- Collection and use of racial and ethnicity data
- Effective public notification systems
- Civil Rights complaint procedures
- Civil Rights compliance review techniques
- Resolution of non-compliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Document staff attendance at training and training topics.

Resources:

- ✓ [USDA "And Justice for All" Poster](#)
- ✓ [USDA Discrimination Complaint Form](#)

Reference:

- ✓ [USDA Office of Civil Rights](#)
- ✓ [FNS Instruction 113](#)

Acronym Reference

-CNS	Child Nutrition Services
-FNS	Food and Nutrition Services
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture