Civil Rights Compliance

CACFP
SFSP
Civil Rights are the nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th Amendments to the U.S. Constitution and Acts of Congress.
Why is Civil Rights Important?

Ensures equal access to the Child Nutrition Program.

What is Discrimination?

Discrimination is defined as different treatment which makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions based on six protected classes: race, color, national origin, sex, age, or disability.
Six Protected Classes

- Race
- Color
- Sex
- Age
- National Origin
- Disability
A civil right assurance is incorporated in all agreements between the state agency and the contractor/sponsor in order to ensure that

ALL children have access to the child nutrition program.

Agreements between sponsors and facilities also include civil rights assurances.
All sponsors in Child Nutrition Programs must display the non-discrimination poster in a prominent area where participants and potential participants have access and train their staff annually.

“And Justice For All”

Standard poster comes in English or Spanish. Other translations found:
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:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Informational Materials that require the Nondiscrimination Statement include:

- Employee Handbooks
- Enrollment Forms
- Newsletters
- Brochures
- Parent Handbooks
- Flyers
- Print or broadcast advertisements
- Photos and other graphics used to provide program or program related information
- Websites/Social Media
Sponsors have the responsibility to take steps to ensure meaningful access to programs and activities by persons with “Limited English Proficiency” (LEP).

LEP- describes individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

TRANS ACT is a program that can be used to provide forms to persons with LEP. Contact our office for assistance.

http://www.fns.usda.gov/cnd/frp/frp.process.htm
Civil Rights Legislation

- Title VI of Civil Rights Act of 1964
  - Prohibits discrimination based on race, color, and national origin.

- Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973
  - Prohibits discrimination based on disability.

- Title IX of Education Amendments of 1972
  - Prohibits discrimination based on sex under any education program or activity.
Each Child Nutrition sponsor is required to collect using state agency form collect:

- Racial/ethnic data
- Collect annually
- Maintain data for three years plus the current year
Collect ethnic data first, then racial

- **Ethnicity**
  - a. Hispanic or Latino
  - b. Not Hispanic or Latino

- **Race**
  - Black or African American
  - Asian
  - American Indian or Alaskan Native
  - Native Hawaiian or Other Pacific Islander
  - White
  - Other
Right to file a complaint:
Any person alleging discrimination based on race, color, national origin, age, sex or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

Complaints:
  _ Written or verbal
  _ Anonymous complaints
  _ Must have written procedure in place
Process for Filing a Complaint:

- Fill out a complaint form either by complainant or individual receiving the complaint within 180 days of allegation.

- Complaint form will be sent to FNS Headquarters Civil Rights Division (CRD) for further evaluation.
Ensure all accommodations are met for persons with disabilities.

Conflict resolution is the key to service.

Service to participating persons should be professional.
Information needed:

- Complaint’s - name, address, telephone number
- Location where discrimination occurred
- Nature of the Incident
- Basis for the claim – race, color, age, disability, sex, national origin
- Name of witnesses
- Dates when action (s) occurred
Complaint Form

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Office of the Assistant Secretary for Civil Rights
Program Discrimination Complaint Form

First Name: ___________ Middle Initial: _______ Last Name: ___________
Mailing Address: ____________________________
City: _______________ State: __________ Zip code: __________
E-mail address (if you have one): _______________________________
Telephone Number starting with area code: _________________________
Alternate Telephone Number starting with area code: __________________
Best Time of the Day to Reach You ___________________________________
Best Way to Reach You, (check one): Mail ___ Phone ___ E-mail ___ Other: ___
Do you have a representative (lawyer or other advocate) for this complaint? Yes ___ No ___
If yes, please provide the following information about your representative:
First Name: ___________________ Last Name: ___________________
Address: _____________________ City: __________ State: __________ Zip Code: __________
Telephone: _____________________ E-mail: _______________________

1. Who do you believe discriminated against you? Use additional pages, if necessary.
Name(s) of person(s) involved in the alleged discrimination (if known):
___________________________________________________________________________

Please name the program you applied for (if known/if applicable): ___________

Please check (✓) the USDA Agency below that conducts the program or provides
Federal financial assistance for the program (if known):

Farm Service Agency ___ Food and Nutrition Service ___
Rural Development ___ Natural Resource Conservation Service ___
Forest Service ___ Other: _____________________________

2. What happened to you? Use additional pages, if necessary, and please include any
supporting documents that would help show what happened.

3. When did the discrimination occur?
Date: ______/______/____
If the discrimination occurred more than once, please provide the other dates:

4. Where did the discrimination occur?
Address of location where incident occurred:
Number and street, PO Box, or RD Number _________________________________
City: __________ State: __________ Zip Code: __________

5. It is a violation of the law to discriminate against you based on the following: race,
color, national origin, religion, sex, disability, age, marital status, sexual orientation,
family/parental status, income derived from a public assistance program, and
political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on
prior civil rights activity.
I believe I was discriminated against based on my ______________________

6. Remedies: How would you like to see this complaint resolved?
___________________________________________________________________________

7. Have you filed a complaint about the incident(s) with another federal, state, or local
agency or with a court?
Yes ______ No ______
If yes, with what agency or court did you file? _________________________________
When did you file? ______/______/____

Signature: ___________________________ Date: _______________________

Mail Completed Form To:
USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW, Stop 9410
Washington, D.C. 20250-9410
E-mail address: program.intake@usda.gov

Telephone Numbers:
Local area: (202) 260-1026
Toll-free: (866) 632-9992
Local or Federal relay: (800) 877-8339
Spanish relay: (800) 845-6135
Fax: (202)690-7442
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Techniques and resolution:
Ask yourself the following questions each time an applicant and/or participant comes to your program.

- Am I treating this person in the same manner I treat others?
- Have I given this person the opportunity to clarify all relevant factors of inconsistencies?
- Have I provided the person with the information he or she needs to make necessary decisions?
WHAT COULD HAPPEN IF YOU VIOLATE A PARTICIPANT’S/POTENTIAL PARTICIPANT’S RIGHTS?

YOU COULD MAKE THE NEWS.