

CACFP Civil Rights Training

Child Nutrition, Inc. (CNI)

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Civil rights training ensures that you

- Understand the laws regarding civil rights;
- Understand that you are able to follow the civil rights laws;
- Are able to identify a civil rights complaint and know what to do if one is received;
- Understand that it is the basic right of the individual to file a complaint;
- Receive training on all areas of civil rights compliance.

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What is discrimination?

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 protected class-

- ✓ Race
- ✓ Color
- ✓ National Origin
- ✓ Age
- ✓ Sex (including gender identity and sexual orientation)
- ✓ Disability

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Federal Financial Assistance

Accepting Federal funds requires compliance with civil rights rules in all aspects of operations.

What are civil rights?

Civil rights are the non-political 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.

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Assurances

To qualify for Federal Financial assistance, an application must assure in writing that the applying entity will comply with all nondiscrimination laws, regulations, instructions, policies, and guidelines.

A Civil Rights assurance statement must be incorporated in all agreements between

- Federal and CACFP State Agencies
- CACFP State agencies and Program Operators
- Program Operators and subrecipients (if applicable)

(The agreements signed by CNI and Family Day Care Providers include assurances as required)

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Public Notification Requirements

If you advertise your program and mention the CACFP you must include this nondiscrimination statement and complaint procedures.

Note: News Media Release – Virginia Department of Health (VDH) issues a statewide media release.

All FNS assistance programs must include a public notification system to inform applicants, participants, and potentially-eligible persons of:

- Program availability
- Program rights and responsibilities
- The policy of discrimination
- The procedure for filing a complaint

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Public Notification - Policy

State agencies, Program Operators and their subrecipients must:

- Notify persons with disabilities about the availability of reasonable modifications and auxiliary aids and service.
- Notify persons with limited English proficiency (LEP) and their right to free language assistance services.

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Nondiscrimination Statement

See CNI website for full version: www.cni-usda.org

In accordance with federal civil rights 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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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) 725-2890 (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/USDA-OASCR%20P-Complaint-Form-2007-0002-508-11-28-17%20Mail.pdf>, from any USDA office, by calling (800) 833-8292, 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:

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

fax:
(833) 256-1665 or (202) 690-7442; or

email:
Program.intake@usda.gov

This institution is an equal opportunity provider.

07/25/2022

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Nondiscrimination Statement – Short Version

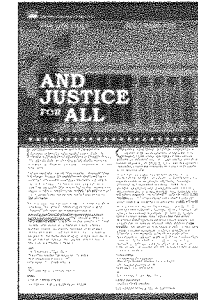
“This institution is an equal opportunity provider.”

- May be used where the longer statement does not fit.
- Must be in font size no smaller than font size used in rest of publication.
- Should not be used where information on rights is provided.

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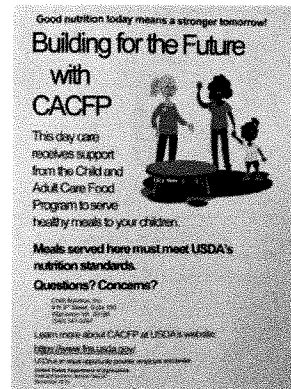
“And Justice for All”

- All agencies participating in Child Nutrition Programs must display the USDA’s nondiscrimination poster in a prominent area where participants have access
- Must be posted at every site
- Must be 11” x 17” format



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Family Day Care Homes – Building for the Future



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Race / Ethnicity Data Collection

Purpose-

- To determine how effectively FNS programs are reaching potentially eligible persons and beneficiaries
- To monitor Civil Rights compliance, state agencies must establish a system for the collection of race and ethnicity data for each person applying for and participating in FNS programs.

(Note: Visual observation and identification by CACFP institutions and facilities is no longer an allowable practice)

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Race and Ethnicity Categories

1. Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino

2. Race (may select one or more of the following)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

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Complaints of Discrimination

- Complaints shall be accepted and forwarded to USDA
- Complaints must be filed within 180 days from the alleged act of discrimination.
- Complaints may be written, verbal, or anonymous.
- State agencies or subrecipient agents may develop their own complaint forms, but the use of such forms cannot be pre-requisite for acceptance.
- A separate Civil Rights complaint log shall be maintained by the State and subrecipient agency.
- Confidentiality is extremely important and must be maintained.
- Visit our website for Nondiscrimination Statement and link to complaint form and instructions www.cni-usda.org

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Customer Service

- All participants must be allowed equal opportunities to participate in Child Nutrition programs regardless of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability.
- All participants must be treated in the same manner (i.e., seating arrangements, serving lines, services and facilities, assignment of eating periods, methods of selection for application approval processes)

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Contact Information

Child Nutrition, Inc. (CNI)
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Warrenton, VA 20186

(540) 347-3767

www.cni-usda.org

Please contact CNI with any questions – Thank you!

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