



Civil Rights Training





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Definitions: What is Discrimination?

The act of distinguishing one person or group of persons from others either intentionally, by neglect or by the effect of actions or lack of actions based on their protected class.



Definitions: What is Disability?

A physical or mental impairment that substantially limits one or more of an individual's major life activities, having a record of such impairment or being regarded as having such an impairment.

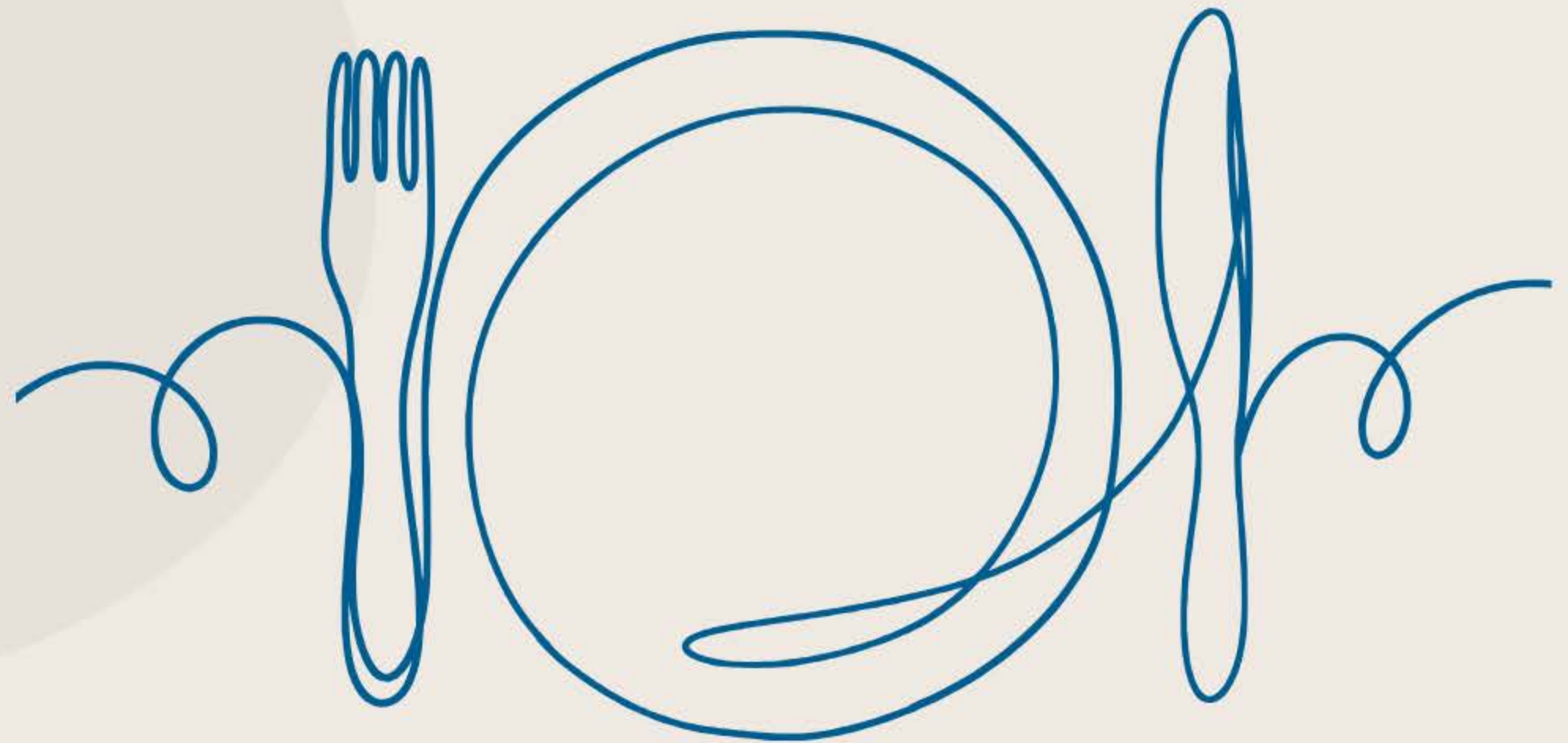


Definitions: What is a Protected Class?

Any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation or executive order.

Protected Classes include:

- Race
- Color
- National origin
- Sex
- Age
- Disability



Background: Laws

- **Title VI Civil Rights Act of 1964** prohibits discrimination based on race color and national origin
- **Title IX of the Education Amendments of 1972** prohibits discrimination based on sex under any educational program or activity that is receiving federal financial assistance
- **Section 504 of The Rehabilitation Act of 1973** prohibits discrimination based on a disability



Background: Laws

- **Age Discrimination Act of 1975** clarifies and elaborates on the original **Civil Rights Act of 1964** by ensuring non-discrimination in all programs and activities
- **Civil Rights Restoration Act of 1987** prohibits discrimination based on race, color and national origin
- **The Americans with Disability Act of 1990** prohibits discrimination based on a disability





Civil Rights Components



Assurances



Data
Compilation



Compliance
Reviews



Outreach and
Education



Civil Rights
Complaints



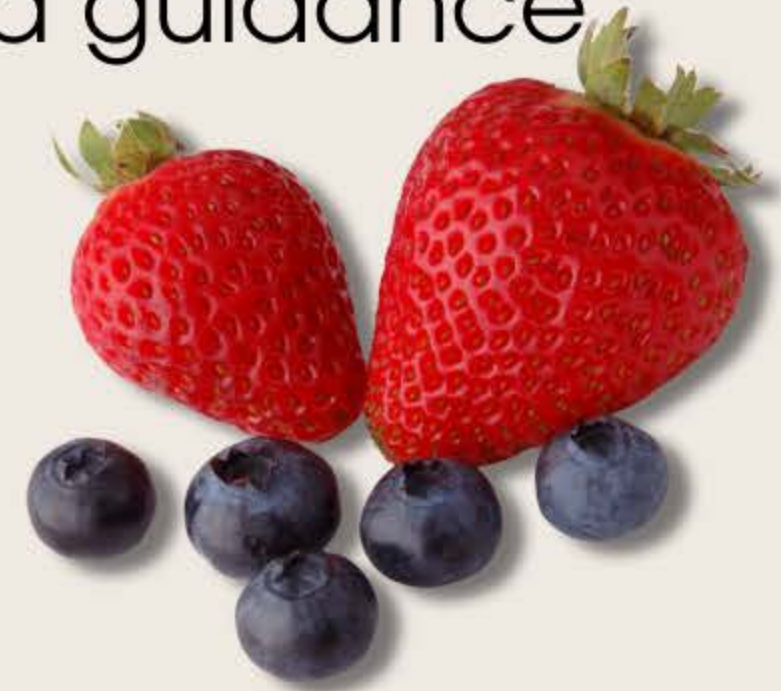
Customer
Service



Civil Rights Components: Assurances

Assurances are contractual agreements in which a state agency, local agency or the sub-recipient legally agrees to administer food and nutrition services program in accordance with all laws, regulations, instructions, policy and guidance related to non-discrimination.

Compliance with these requirements is verified through compiling data, maintaining records and submitting required reports.



Civil Rights Components: Data Collection

Collect race and ethnic data by providing your parents and/or guardians with a household eligibility application.

They have an option to either complete this information or to mark unknown if they do not wish to self-identify.



Civil Rights Components: Data Collection

Collecting racial and ethnic data determines how effectively your program is reaching potentially eligible children and where outreach may be needed.

This information should be kept for three years plus the current year. Please make sure you keep this data secure and confidential.



Civil Rights Components: Compliance Review

Compliance reviews are used to determine if the applicant or recipient of federal financial assistance is in compliance with civil rights requirements.



Civil Rights Components: Compliance Review

Types of compliance reviews are:

- **Pre-Operational Visits:** Before approved for operation
- **CACFP Reviews:** After sponsor site is approved and operating
- **Special Reviews:** After a site has been approved. May happen due to complaint, data collection or a follow-up to previous non-compliance



Civil Rights Components: Outreach and Education

Notification is important in order to:

- Inform your community
- Reach potentially eligible participants
- Ensure and assure program access
- Pay attention to the underrepresented groups
- Ensure information is available in all languages as needed



Civil Rights Components: Complaint Process

If a parent and/or guardian comes to you with a civil rights complaint, please follow these steps:

1. Site must inform the parent and/or guardian of federal civil rights rules and regulations that have been established for protected classes
2. Site staff should put in writing all verbal complaints and details surrounding the event

Civil Rights Components: Complaint Process

3. Provide the parent and/or guardian the necessary information to file a complaint. (Complaints must be filed within 180 days of the incident)

- **USDA mailing address:**

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

- **Fax number:** 866-632-9992 or 9410

- **Email:** program.intake@usda.gov

4. Your site should attempt to resolve the complaint if it's a matter that can be resolved quickly.

5. Please notify child care resource and referral agency of any complaints

Civil Rights Components: Customer Service

All participants must be treated in the same manner. Look at:

- Seating arrangements
- Serving lines
- Services and facilities
- Assignment of eating periods
- Methods of selection for application approval processes

Make sure that they're all fair and equitable.



Non-Discrimination Statement

Please include the Non-Discrimination Statement on all materials that mention the USDA programs. This includes your website and menus.

The non-discrimination statement is located on the 'And Justice for All' poster that must remain posted at all times.

When posting the non-discrimination statement on your menu, you can use the abridged version that states "this institution is an equal opportunity provider."


United States Department of Agriculture



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.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) 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.

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 www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, 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;

email:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con 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.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf, en cualquier oficina del USDA, llamando al (866) 632-9992 o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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

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

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

A decorative border of various fruits including watermelon slices, kiwi, grapes, pears, and apples surrounds the central blue rectangle.

Thank You

