



# Civil Rights Requirements Self-Check

This checklist is designed to assist sponsors in determining compliance with annual [civil rights](#) requirements for the child nutrition programs. Complete this checklist annually and maintain according to recordkeeping requirements. Record the date and initial after completing each section. Use the space at the end of the checklist to record a corrective action plan for incomplete requirements. A separate self-check should be completed for school year and summer operations.

Refer to [FNS Instruction 113-1](#) for additional information on compliance and enforcement of the civil rights requirements.

## Public Release

Sponsors must distribute a public release annually to inform applicants, participants, and potentially eligible participants of the program. The public release must include information regarding program availability, complaint information, and the non-discrimination statement.

- The public release has been distributed to a variety of community organizations.
  - *Sponsors may use the CDE public release to meet the requirement. If sponsors use their own, all required information must be included.*

Date:

Initial:

## Non-Discrimination and Customer Service

The [USDA non-discrimination statement](#) informs eligible populations, applicants, and participants of their right to receive program benefits without discrimination.

- All materials and resources that inform the public of the USDA child nutrition programs, such as meal eligibility materials, contain the non-discrimination statement in exact wording.
  - *The shortened statement may be used when space is limited, such as on monthly menus. The shortened statement is: This institution is an equal opportunity provider.*
  - *Promotional materials, such as pens, are not required to contain the non-discrimination statement.*

Date:

Initial:

- The full non-discrimination statement is posted or linked on the nutrition department or sponsor webpage.

Date:

Initial:

- All participants have equal access to services and facilities, including meals offered and dining areas.

Date:

Initial:

- Meals are offered to all participants without discrimination based on race, color, national origin, sex, age, or disability.

Date:

Initial:

- The same meals are offered to all participants of approximately the same age according to program meal pattern requirements.

Date:

Initial:

## Civil Rights Complaints

All sponsors must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. Applicants and participants must be advised of their right to file a complaint.

- A [procedure](#) is in place and contains all [required elements](#).
  - *Summer Food Service Program sponsors are not required to have a written procedure but must include instructions for filing a complaint in their public release and communication to participants.*

Date:

Initial:

- Sponsor understands that complaints of discrimination in meal programs must be forwarded to the appropriate agency within five days.

Date:

Initial:

- *Sponsors may not investigate or resolve a complaint of civil rights discrimination themselves.*

### “And Justice for All” Posters

Sponsors must post the “And Justice for All” poster in a visible location to advise participants of their right to file a complaint.

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| <ul style="list-style-type: none"> <li>• The <a href="#">current version</a> of the poster is displayed in each dining location.               <ul style="list-style-type: none"> <li>○ <i>A poster is not required for meals served in classrooms.</i></li> </ul> </li> </ul> | Date:<br>Initial: |
| <ul style="list-style-type: none"> <li>• Summer Food Service Program sponsors must also display the poster in the sponsor’s office.</li> </ul>   | Date:<br>Initial: |

### Racial/Ethnic Data

Sponsors participating in the USDA child nutrition programs are required to have a system for collecting racial and ethnic data for eligible populations, applicants, and participants in their program service area. This data is used to determine how effectively the program is reaching potentially eligible children and if outreach may be needed.

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|---|------------------------------|
| <ul style="list-style-type: none"> <li>• Data is collected annually based on program regulations.               <ul style="list-style-type: none"> <li>○ <i>School Nutrition Programs: Sponsors must collect the racial/ethnic data of the children applying for free and reduced-price meals and may use this data for reporting purposes. Households may voluntarily disclose this information on income applications. If not completed by the household, sponsors must obtain this data using other resources, such as enrollment data or by use of visual identification.</i></li> <li>○ <i>Summer Food Service Program: Collect racial/ethnic data for eligible populations and participants. Sponsors must collect this information via self-reported sources of data, such as school or program enrollment data or census data. Visual identification is not allowable.</i></li> </ul> </li> </ul> | SNP<br>Date:<br><br>Initial: |
| <ul style="list-style-type: none"> <li>• Data is stored following recordkeeping requirements and is only accessible to authorized personnel.</li> </ul>   | Date:<br>Initial:            |
| <ul style="list-style-type: none"> <li>• Data is accessible at the sponsor level as needed or upon request by the state agency or USDA’s Food and Nutrition Services.               <ul style="list-style-type: none"> <li>○ <i>The data submitted to CDE is stored on the <a href="#">state website</a> in an aggregate format. Additional data requests can be made through <a href="#">CDE’s data request page</a>.</i></li> </ul> </li> </ul>   | Date:<br><br>Initial:        |

### Civil Rights Training

USDA requires civil rights training on an annual basis for all who interact with the child nutrition programs participants. The training informs administrators of these programs of their rights and responsibilities.

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|--|-------------------|
| <ul style="list-style-type: none"> <li>• All who interact with the child nutrition programs participants have received <a href="#">annual training</a>.               <ul style="list-style-type: none"> <li>○ <i>Ensure new staff receive civil rights training as part of their onboarding.</i></li> </ul> </li> </ul> | Date:<br>Initial: |
| <ul style="list-style-type: none"> <li>• Teachers who may serve and/or count meals in their classrooms have received the civil rights <a href="#">training memo</a> or training.</li> </ul>  | Date:<br>Initial: |

### Limited English Proficiency (LEP)

Organizations participating in the USDA child nutrition programs have a responsibility to take reasonable steps to ensure meaningful access to their programs and activities by those with Limited English Proficiency (LEP).

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|---|-----------------------|
| <ul style="list-style-type: none"> <li>• Program materials are accurately translated and available to households as needed.</li> </ul>  | Date:<br>Initial:     |
| <ul style="list-style-type: none"> <li>• Sponsor knows how to access qualified translators, interpreters, or resources, such as language lines               <ul style="list-style-type: none"> <li>○ View <a href="#">CDE contacts for services</a>.</li> <li>○ View <a href="#">community resource organizations</a>.</li> <li>○ <i>Children may not act as translators or interpreters.</i></li> </ul> </li> </ul> | Date:<br><br>Initial: |

This institution is an equal opportunity provider.

### Accommodations and Special Dietary Needs

Organizations participating in the USDA child nutrition programs must make reasonable modifications to policies and procedures to ensure children with disabilities have an equal opportunity to participate in the programs.

- Information about accommodations for students with disabilities is communicated to households (i.e., posted on the website or included in enrollment packets).

Date:

Initial:

- [Special dietary needs](#) procedures are in place and communicated to households.
  - *Reasonable accommodations are made for participants whose disability restricts their diet when supported by a medical statement. These accommodations are not required to meet meal pattern requirements.*

Date:

Initial:

Corrective Action Plan:

Date corrective actions will be implemented and by whom:

Signature: \_\_\_\_\_

Sign below when all checklist items and corrective actions have been implemented and the sponsor is in compliance with the civil rights requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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