Civil Rights Requirements

for the CACFP

CCR

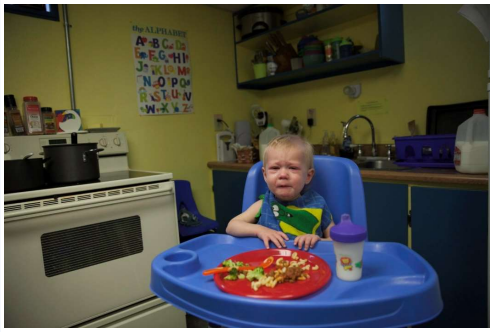
ChildCareResources

The Child and Adult Care Food Program Civil Rights Statement

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited form discriminating on the basis of race, color, national origin, sex, age, or disability.

Civil Rights Statement Continued…

USDA Program Discrimination Complaint Form: http://www.ascr.usda.gov/complaint_filing_cust.html , or call (866)632-9992 to request the form.



If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-8339; by fax (202)690-7442 or by email at program.intake@usda.gov .

Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish).

- Equal treatment for all applicants and beneficiaries
- Knowledge of rights and responsibilities
- Elimination of illegal barriers that prevent or deter people from receiving benefits
- Dignity and respect for all

What is Discrimination?

The act of distinguishing one person or

group of persons from other, either

intentionally, by neglect, or by the effect of actions or lack of actions based on their protected classes.

The United States Department of Agriculture (USDA) statutes and regulations prohibit discrimination in Child Nutrition Programs based on the protected classes:

Race

Color

National Origin

Sex

Disability

Age

4-D's
The definition of Discrimination

- **Denied** benefits or services that others receive
- **Delayed** receiving benefits or services that others receive
- Treated **Differently** than others to their disadvantage
- Given **Disparate** treatment something which does not seem discriminatory, but has a discriminatory impact in practice

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- Refuse a child's enrollment based on disability
- Failure to provide reasonable accommodations to disabled individuals
- Serving meals at a time, place, or manner that is discriminatory
- Selectively distributing applications and income forms
- Failure to provide the same eligibility criteria to all participants

Equal Access

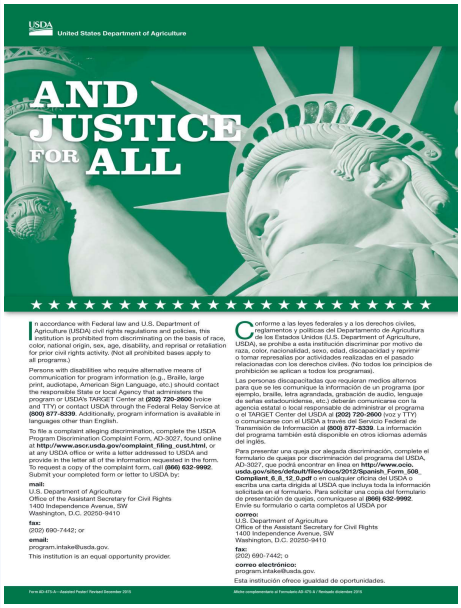
All children who attend a child care must be provided equal access to the benefits of the CACFP.

Infants must be offered infant formula and/or breast milk and food at your child care. Providers may be reimbursed for feeding breast milk to infants.

> The child care provider may choose what brand of formula to offer and the parent my choose to decline and furnish another brand. Any family may choose not to participate in the CACFP.

To withhold the program from any eligible age group is *age* discrimination.

“And Justice for All” Poster



USDA 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.)

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 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**. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at **http://www.ascr.usda.gov/complaint_filing_cust.html**, or 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.

Conforme a las leyes federales y a los derechos civiles, reglamentos y políticas del Departamento de Agricultura de los Estados Unidos (U.S. Department of Agriculture, USDA), se prohíbe a esta institución discriminar por motivo de raza, color, nacionalidad, sexo, edad, discapacidad y reprimir o tomar represalias por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición se aplican a todos los programas).

Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o 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**. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en **http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf** o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al **(866) 632-9992**. Envíe su formulario o carta completos al USDA por

correo:
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; o

correo electrónico:
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Esta institución ofrece igualdad de oportunidades.

Form AD-475-A – Assisted Poster / Revised December 2015

Afiche complementario al Formulario AD-475-A / Revisado diciembre 2015

This is an available resource for family and group home providers

May be posted, but it is not required

For more information ask your CACFP sponsor

Public Notification System

- Parental Notification ("Building for the Future) Flier

Providing Menu Item Substitutions

- **USDA regulations only require substitutions or modifications in CACFP meals for children whose disabilities restrict their diets based on a licensed physician's assessment**

  Example: food allergies causing life-threatening anaphylactic reactions

- **Disabilities must be documented by a physician's statement**

  Physician statement must: state the name of the child's disability, identify how it limits one

of the major life activities, specify foods the child cannot have and the foods to be substituted.

Generally, children with food allergies or intolerances do not have a disability. The center may, but is not required to, make food substitutions under these circumstances.

Example: lactose intolerance, sensitivity to food additives

Ask yourself each time you interact with clients…

- How would I want to be addressed?
- Am I treating this person in the same manner I treat others?
- Have I given this person the opportunity to clarify all relevant factors or inconsistencies and ask questions?
- Have I provided this person with needed information to make necessary decisions?

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Summary: Civil Rights "Must Do List"

- ❑Provide the CACFP in a nondiscriminatory manner
- ❑Must offer meals to all children in the day care and meal substitutions to participants with disabilities
- ❑Distribute the Infant Meal Notification form (or other approved form) to families of all newly enrolling infants
- ❑Non-discrimination statement must be on all printed materials available to the public which mention USDA and/or CACFP, including websites
- ❑Distribute the "Building for the Future" flier to all newly enrolling families

Contact Information

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