Civil Rights Training for CACFP

Maine State Department of Health and Human Services
Child and Adult Care Food Program
Required Civil Rights Compliance

- FNS Instruction 113-1 requires civil rights compliance for child nutrition programs including CACFP
  (visit website for more information http://www.fns.USDA.gov/cr/crregulation.htm)
- Ensure equal opportunity for participation in programs regardless of race, color, national origin, sex, age or disability.
Protected Bases

- Race
- Color
- National Origin
- Age
- Sex
- Disability
Civil Rights Training

All CACFP centers, and sponsors must provide annual Civil Rights training and maintain documentation including:

- Date of Civil Rights training
- Civil Rights Training outline
- Signature of attendees
- Must include the nine “Areas of Training” listed in this presentation
Summary of Areas of Training:

1. Collection and use of data,
2. Effective public notification systems,
3. Complaint Procedures,
4. Compliance review techniques,
5. Resolution of noncompliance,
Summary of Areas of Training

6. Requirements for reasonable accommodation of persons with disabilities,
7. Requirements for language assistance,
8. Conflict resolution, and
Collection and Use of Data

- Self reporting of racial and ethnic data on free and reduced price meal application is optional.
- If applicant declines self-identification, visual identification will be made if information is not available from other school sources.
- The collection of this data is a tool to help make out any patterns that could identify possible discrimination.
Public Notification Systems

- All information on materials and sources to inform the public about the CACFP must use the required nondiscrimination statement. This includes
- All materials for public information, education or distribution
Public Notification

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

\textit{To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”}
Public Notification Systems

- If the material is too small to permit the full statement to be included, the materials will at a minimum include the following statement, in print size no smaller than the text: “This institution is an equal opportunity provider.”
Public Notification

Justice for All Posters must be displayed in all CACFP center sites and sponsoring agencies.
Complaint Procedures

- [http://www.maine.gov/mhrc/file_a_charge/index.htm](http://www.maine.gov/mhrc/file_a_charge/index.htm)

  Executive Director, Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051
  
  By phone: (207) 624-6290
  FAX: (207) 624-8729
  TTY: 1-888-577-6690
  By e-mail: Cindy.Albert@maine.gov

- USDA., Director, Office for Civil Rights, 1400 Independence Avenue, S. W., Washington D.C. 20250-9410, or call (800) 795-3272 (voice or (202)0720-6382 (TTY)
CACFP sponsors must review/monitor their centers, sites, and/or homes for civil rights compliance.

The State Agency will review civil rights compliance during their scheduled reviews and unannounced visits. * See notes

If non-compliance is indicated corrective action must be taken immediately to achieve voluntary compliance. If voluntary compliance is not achieved the Regional Office will be notified and further action will be taken.
Requirements for reasonable accommodation of persons with disabilities.

Substitutions are required for disabled individuals and must be documented by a licensed physician

**Disabled Individual - Physician’s Statement**

- Specify disability and why it restricts diet,
- Major life activity affected, and
- Food(s) to be omitted and food(s) to be substituted.
Requirements for language assistance

- LEP-Limited English Proficiency—reasonable steps must be taken to provide information to persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.

Income Eligibility Forms in other languages can be accessed at:
http://www.fns.usda.gov/cnd/care/Translations/Meal_Benefit_Form_Translations.htm
Requirements for reasonable accommodation of persons for language assistance

Primary factors when determining reasonable accommodations:

- Number of LEP individuals participating in the program.
- Frequency of contact with the program.
- Nature and importance of the program.
- Resources available: translator/materials.
Conflict resolution and Customer service

- Treat all participants with dignity and respect
- Develop good listening skills
- Respond in a non-threatening manner (voice, tone, body language)

“How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and strong. Because someday in life you will have been all of these.” George Washington Carver
THANK YOU FOR YOUR ATTENTION!

- Contact
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