

Civil Rights Training



Why Civil Rights Training?

- Training is required for individuals involved in all levels of administration of programs that receive Federal financial assistance understand Federal laws, regulations, instructions, policies and other guidance.

Civil Rights-Training Requirements

Annual Civil Rights Training is required per the FNS Instruction 113-1. An agenda, training material, who facilitated the training, a sign-in sheet and date of training must be available for review.

Specific subject matters must include:

- Collection and use of racial & ethnic data
- Effective public notification systems
- Complaint procedures
- Complaint review techniques
- Resolution of non-compliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer Service

Goal of Civil Rights

- 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



USDA Nondiscrimination Statement

On June 2, 2015, the Office of the Assistant Secretary for Civil Rights' Policy staff, released Departmental Regulation (DR) 4300-003, Equal Opportunity Public Notification Policy. The DR updates the Non-discrimination Statement and the "And Justice For All" poster.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and 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:

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

This institution is an equal opportunity provider.

And Justice For All Poster

CACFP institutions participating in or administering USDA programs are required to display the appropriate “And Justice for All” poster in their facilities where it can be viewed by customers. All “And Justice for All” posters must be displayed in a specific size: 11” width x 17” height. To obtain a copies of the poster,

visit www.decals.ga.gov

→ Nutrition → CACFP Participant Information → Posters and Flyers → And Justice For All Poster



What is discrimination?

- Discrimination is 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...

Discrimination Broken Down

Discrimination = Four D's

...**an individual or group is:**

- 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

Examples of Discrimination

- Refuse a participant'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
- Failure to provide foreign language materials regarding CACFP

6 USDA Protected Classes

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.

I. Race

II. Color

III. National Origin

IV. Age

V. Sex

VI. Disability

Civil Right Must Do List

- Provide the CACFP in a nondiscriminatory manner
- Must offer meals to all participants in care and provide meal substitutions to participants with disabilities
- Prominently display the “*And Justice for All*” poster
- Non-discrimination statement & complaint filing procedure must be on all printed materials available to the public which mention USDA and/or CACFP, including websites
- Annually complete the Ethnic and Racial Data Form
- Child Care/At-Risk/Emergency Shelter Centers Only:
- Post and/or distribute the *Building for the Future* flier to all families
- Post and/or distribute the completed *Infant Menu* with the CACFP Infant Meal Pattern Chart
- Provide informational materials in the appropriate translation concerning the availability and nutritional benefits of the CACFP
- Train staff annually on Civil Rights and complete training requirements
- Develop & fully implement your Civil Rights Complaint Procedure
- Make available to all staff: Civil Rights complaint forms, Civil Rights Log and Civil Rights complaint procedure
- Refer all Civil Rights complaints to DPI or USDA

Civil Rights Complaint Procedure

Complainants may choose to directly contact the USDA with their complaint, or they may notify the sponsor of their complaint. If a complainant returns a complaint form or provides a verbal complaint, the sponsor must forward the complaint to the State Agency.

**CR Complaint received by Sponsor
(Verbal or Written)**



**CR Complaint documented
in CR Complaint Log**



**Sponsor gives Complainant CR Complaint Form
and/or Sponsor assists in completing form**