

## SUMMARY OF CIVIL RIGHTS REQUIREMENTS

This brochure notifies participants of the Child Nutrition Programs (School Nutrition Programs, Child and Adult Care Food Program and Summer Food Service Program) of policies regarding civil rights and provides guidance on nondiscrimination in the administration of these programs. This brochure outlines specific responsibilities, requirements, and procedures for federally assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Any questions regarding the civil rights requirement of the Child Nutrition Programs (CNP) should be directed to the Illinois State Board of Education, Nutrition and Wellness Programs Division, 100 N. First St., W-270, Springfield, IL 62777-0001, (800) 545-7892, [cnp@isbe.net](mailto:cnp@isbe.net)



**Illinois  
State Board of  
Education**

Illinois State Board of Education

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## Civil Rights: Child Nutrition Programs

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The Child Nutrition Programs include the School Nutrition Programs (SNP), the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).

# Sponsor/School Food Authority (SFA) Responsibilities

## Data Collection

- Collect and maintain racial/ethnic participation documentation. The preferred method of collecting this data is through voluntary self-identification by applicants on the Household Eligibility Application or alternatively the information could be gathered by staff observation or other documents.
- Collect and maintain data regarding the target population by racial/ ethnic category.

This information is available by county on your approval letter each year or the data may be gathered through the fall housing report, census data, and/or demographic maps.

- Maintain all program information for three years plus the current year and ensure the data is available only to authorized personnel.

## Program Operations

- Admission procedures should not restrict enrollment of minority persons.
- Program operations should not discriminate against participants based on race, color, national origin, sex, age, or disability. Examples include seating arrangements, serving lines, services and facilities, assignment of eating period, and selection of applications for verification.

Denied free and reduced-price applications should not be disproportionately composed of minority groups.

## Public Notification

- Display in a prominent place the USDA And Justice for All poster containing the nondiscrimination statement and the federal procedure for filing a complaint.

Posters may be obtained by contacting the ISBE's Nutrition and Wellness Programs Division (800) 545-7892 or emailing [cnp@isbe.net](mailto:cnp@isbe.net).

- The following nondiscrimination statement and complaint procedures are required on all printed CNP informational materials:

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](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:

- (1)mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2)fax: (202) 690-7442; or
- (3)email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Examples of printed program informational materials include free and reduced-price meal notification letters and public releases.

- Provide information in the appropriate translation concerning the availability and nutritional benefits of the school nutrition program, as needed.

This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials in appropriate languages.

- Develop and implement a procedure to process civil rights complaints.

If persons 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](http://www.ascr.usda.gov/complaint_filing_cust.html), or at the 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 Ave., S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

## Training

Training is required on an annual basis for front line staff.

Training materials include this brochure and a PowerPoint presentation on our website at

[www.isbe.net/nutrition/htmls/civil\\_rights.htm](http://www.isbe.net/nutrition/htmls/civil_rights.htm).