

Civil Rights Training

According to USDA, Civil Rights training is

REQUIRED ANNUALLY

for all personnel, part-time and full-time, assisting with all Child Nutrition Programs funded through USDA FNS. This training assists Contracting Entities fulfill this requirement and includes all required topics.

Protected Classes

Federal law prohibits discrimination in program administration based on the following USDA protected classes:

- Race,
- Color,
- National origin,
 - Sex,
 - Age, or
- Disability.

Unlawful discrimination in any form is strictly prohibited whether a program is fully or partially federally funded. Unlawful discrimination can be intentional or unintentional.



Everyone should comply with Civil Rights laws
for:

- Legal purposes
- Demonstrate respect and dignity of all
- Eliminate barriers
- Fair and equal treatment

EXAMPLES OF UNLAWFUL DISCRIMINATION

- Giving one group or type of participants larger or extra helpings of food while not providing the same to other groups or types of participants, i.e., serving boys larger portions than girls.
- Separating genders, i.e., putting the girls separate from the boys.
- Closing programs in areas easily accessible by all groups, i.e., for budget reasons you need to close a service location and select a location that is easily accessed by all program participants while keeping a location that is not easily accessible by some of your program participants. This could include participants who use public transportation, live far away from the location that will stay open, etc.
- Failing to provide program information to all potential program participants, i.e., not distributing program information in a language specific to the population of the service area such as Spanish or Vietnamese.

Anonymity

Please do not publish, post, or announce names of participants except when used to determine and verify eligibility.

PHYSICAL ACCESSIBILITY

F&N Programs that are fully or partially funded through federal dollars must be accessible to and useable by persons with disabilities, including persons with vision or hearing impairments.

MEAL MODIFICATIONS

Appropriate CEs, serving breakfast, lunch, snacks and/or supper, are required to serve special meals without additional charge to persons with disabilities with diet restrictions. Programs that provide meals have the additional requirement to ensure meal modifications for persons with disabilities.

(Child must provide a doctors note about allergies)

LANGUAGE ACCOMMODATIONS

For generations the United States of America (USA) has been referred to as a great melting pot. This referral is specific to the large diversity of our country's citizens. Many people immigrate to the USA either unable or have very limited ability to speak, read, write and/or understand English.

Customer Service

Applicants, participants and the public are customers of your program. Anyone dealing directly with customers occupies a position of trust with respect and dignity as the foundations of building and maintaining trust and excellent customer service.

Civil Rights Complaints

CEs are required to have procedures in place to move the complaint into the appropriate process for handling Civil Rights complaints. CEs are not authorized to process a Civil Rights complaint. All associated staff must be able to provide written documentation regarding complaint procedures and an explanation of the complaint process.

(SEE INSERT IN BACK OF BINDER)

Timeline

A person alleging discrimination has the right to file their complaint within 180 days of the alleged action. Complaints may be received, and must be accepted, either in writing or verbally and must be processed.

Special Cases

When a complaint is forwarded to TDA concerning age, it must be forwarded to Federal mediation and Conciliation Service within 5 days