

- ◆ Provide information in other languages concerning the availability and nutritional benefits of the child nutrition programs in areas where there are concentrations of people with LEP.
- ◆ Reach as many potential participants as possible and pay attention to under represented groups.

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.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

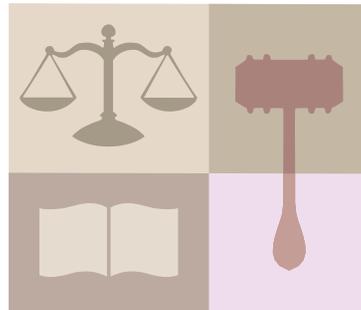
It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Inquires regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

-Dr. Tony Bennett, State Superintendent of Public Instruction.

Inquiries regarding civil rights requirements for Child Nutrition Programs should be directed to the Civil Rights Liaison, Indiana Department of Education, Office of School and Community Nutrition, 151 W. Ohio Street, Indianapolis, IN 46204-2798, or by telephone to 800-537-1142.

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Information compiled by A. Barnes



CIVIL RIGHTS REQUIREMENTS



INDIANA DEPARTMENT OF
EDUCATION
OFFICE OF SCHOOL AND COMMUNITY
NUTRITION

Introduction

The purpose of this brochure is to notify participants of Child Nutrition Programs of the requirements regarding civil rights and to provide guidance on the nondiscrimination in the administration of these programs.

This brochure outlines specific responsibilities, requirements, and the 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. Civil rights requirements in legislation and regulations that cover Child Nutrition Programs and FNS Instruction 113-1.

The main expectation in civil rights is treating everyone with dignity and respect and not discriminating based on race, color, national origin, age, sex, or disability.

When do Civil Rights Rules Apply

Civil rights rules apply any time there is any federal financial assistance. Federal financial assistance is receiving anything of value from the federal government – not just cash. It can include commodities, training, equipment, and other goods and services.

Child Nutrition Programs Responsibilities

- ◆ Sponsors who participate in the program must maintain on file the racial/ethnic makeup of the children applying for and participating in the program.
- ◆ Sponsors are responsible for training any staff person who works with Child Nutrition Programs on all aspects of civil rights compliance annually.
- ◆ Make sure people with disabilities are accommodated. Sites should be accessible to people with all types of disabilities (e.g. mobility, sight, hearing, other) or alternate means of service delivery should be advertised and provided.
- ◆ Provide other language assistance to persons with Limited English Proficiency (LEP) who could not gain meaningful access to the program without other language assistance. Assistance must always be provided to all LEP households, but the level or type of assistance can vary based on circumstances.

Program Operations

- ◆ Determine eligibility for free and reduced price applicants in a non-discriminatory manner.
- ◆ Communicate that any person who believes he or she has been discriminated against based on the six protected classes has a right to file a complaint within 180 days of the alleged discriminatory action.
- ◆ Routinely analyze data to determine if any groups are disproportionately represented in adverse actions and if so, take further actions to determine if there is discrimination.
- ◆ Maintain confidentiality. It is not appropriate to talk about who is receiving benefits and to make remarks about them. Never share information with others regardless of an expression of good intentions. Refer all requests for information to the appropriate persons.
- ◆ Admission procedures should not impose requirements in excess of anything in regulations that would restrict enrollment by any group.
- ◆ Program operations should not discriminate against participants based on race, color, national origin, sex, age, or disability.
- ◆ Retain training records of the people who received civil rights training for three years, plus the current year.

Public Notification

- ◆ Display the USDA “And Justice for All...” non-discrimination poster in a place where it can be seen by all who visit the premises.
- ◆ Include the USDA non-discrimination statement on all materials that mention USDA funded programs and make sure that statement is also on Web sites that mention USDA funded programs. If the material is too small to include the full non-discrimination statement use the abbreviated statement: “This institution is an equal opportunity provider”.
- ◆ Conduct outreach to insure that potentially eligible persons and households are aware of the program and have information on how to apply. Inform potentially eligible person, applicants, participants and grassroots organizations of programs.