

## **Child Nutrition Programs Civil Rights Requirements for All Institutions**

1. All Child Nutrition Programs must operate in a non-discriminating manner.
2. All institutions must collect and report racial and ethnic data initially when coming on the program and annually thereafter.
  - Summer Food Service Program and Child and Adult Care Food Program must collect the number of actual participants and the estimated number of potentially eligible participants by racial or ethnic category. Specific forms to collect this information can be found under Annual Forms [here](#).
  - School Nutrition Programs must collect the actual number of children applying for free and reduced-price meals or free milk by racial/ethnic group.
3. Keep all data on file for three years, plus current year.
4. All institutions must develop and implement a written Civil Rights complaint procedure to handle any discrimination complaints.
5. All institutions must have readily available Civil Rights complaint forms to give to complainants who have a complaint.
6. All institutions must have a Civil Rights Complaint Log to track any such complaints.
7. All institutions must train their staff on Civil Rights requirements before the staff assume their duties in Child Nutrition Programs and annually thereafter. Specific subject matter must include, but not be limited to:
  - Collection and use of data,
  - Effective public notification systems,
  - Complaint procedures,
  - Compliance review techniques,
  - Resolution of noncompliance,
  - Requirements for reasonable accommodation of persons with disabilities,
  - Requirements for language assistance,
  - Conflict resolution, and
  - Customer service.
8. All institutions must display the current "And Justice for All" poster in a prominent place.
9. All institutions must use the full USDA non-discrimination statement on all public correspondence of more than one page that implies or mentions USDA or Child Nutrition Programs.
10. All institutions must make reasonable modifications when modifications are necessary to accommodate children with disabilities.
11. All institutions must provide equal access to the benefits of Child Nutrition Programs.

### **Additional Program Requirements for the **Child and Adult Care Food Program (CACFP)** Only:**

1. All CACFP institutions must offer program to infants in care.
2. All institutions must submit a public release including the non-discrimination statement to their local news media describing their specific program. Submit a copy to the IDOE with new or renewal application.