

Child Nutrition Programs Civil Rights (CR) 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.
3. Collect racial and ethnic data for actual participants annually (CACFP) (SFSP) (Camp Milk).
4. Keep all data on file for three years, plus current year.
5. All institutions must develop and implement a written Civil Rights complaint procedure to handle any discrimination complaint.
6. All institutions must have readily available Civil Rights complaint forms to give to complainants who have a complaint.
7. All institutions must have a Civil Rights Complaint Log to track any such complaints.
8. All institutions must train their staff on Civil Rights requirements before the staff assume their duties in Child Nutrition Programs and annually thereafter. To include the following minimum training requirements:
 - a. What is discrimination?
 - b. Collecting and recording racial and ethnic data
 - c. Where to display the "And Justice for All" posters
 - d. What is a Civil Rights complaint?
 - e. How to handle a Civil Rights complaint
9. All institutions must display the current "And Justice for All" poster in a prominent place.
10. All institutions must use the USDA long version of the non-discrimination statement on all public correspondence of more than one page that implies or mentions USDA or Child Nutrition Programs. The short version can be used on all materials of less than one page-back and front.
11. Accommodate children with special dietary needs.
12. All institutions must provide equal access to the benefits of Child Nutrition Programs.

Additional Program Requirements for Child and Adult Care Food Program (CACFP) Only

1. All Child and Adult Care Food Program (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.
3. All institutions must display the "Building for the Future" poster in a prominent place.