

# Civil Rights Potential Beneficiary Data Determination Form for the Child and Adult Care Food Program (CACFP)

The potential beneficiary data below must be collected **each year**. List the primary towns to be served by the institution with an estimate of the racial/ethnic make-up of the population to be served. The Connecticut State Department of Education’s (CSDE) school enrollment data assists with the racial or ethnic breakdown of each service area. The CACFP sponsor must retain all CACFP records on file for three years after the submission date of the final claim for reimbursement for the fiscal year to which they pertain; or if an audit is outstanding, until the audit is closed. Access to this data must be limited to authorized personnel. Collection of this information promulgates a policy as contained in [FNS Instruction 113-1](#) issued November 18, 2005.

Name of institution/sponsor: \_\_\_\_\_

Estimated number in ethnic/racial category <sup>1</sup>							
Town <i>(Indicate if statewide)</i>	Ethnicity		Race				
	Hispanic or Latino	Not Hispanic or Latino <sup>2</sup>	American Indian or Alaskan Native	Asian	Black or African American	White	Native Hawaiian or Other Pacific Islander
<b>Total</b>							

<sup>1</sup> Indicate **document source** from which this information is obtained: \_\_\_\_\_

<sup>2</sup> This column equals the **total** of the races on this line (American Indian + Asian + Black + White + Native Hawaiian).

\_\_\_\_\_  
Sponsor representative’s signature

\_\_\_\_\_  
Date

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For more information, visit the CSDE's [Civil Rights for Child Nutrition Programs](#) and [CACFP](#) webpages, or contact the [CACFP staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_CACFP\\_Potential\\_Beneficiary\\_Data\\_Determination\\_Form.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Potential_Beneficiary_Data_Determination_Form.pdf).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).

This institution is an equal opportunity provider.