

CSDE  
CONNECTICUT STATE DEPARTMENT OF EDUCATION

# Civil Rights

*Your Responsibilities in the  
Child and Adult Care Food  
Program (CACFP)*



Revised January 2021

The language in this PowerPoint addresses compliance with the U.S. Department of Agriculture (USDA) civil rights requirements and should not be modified

This presentation is available on the CSDE's Civil Rights website at <https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs#CACFP>

[https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_CACFP\\_Presentation\\_Overview.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Presentation_Overview.pdf)

[https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_CACFP\\_Presentation.pptx](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Presentation.pptx)

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## Civil Rights Requirements

- The U.S. Department of Agriculture (USDA) requires that all staff members who interact with program participants receive annual civil rights training
  - FRONT LINE STAFF who interact with applicants or participants
  - SUPERVISORS of frontline staff
- Ensures that people involved in all levels of CACFP administration understand civil rights laws, regulations, procedures and directives

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## Civil Rights Requirements

- Federal legislation establishes regulations and requirements for recipients of federal funds to *prohibit discrimination and ensure equal access* to all programs and activities of the recipients

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## What is discrimination?

- The act of distinguishing one person or group of persons from others, either
  - intentionally or
  - by neglect or
  - by the effect of actions or lack of actions based on their protected classes

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## Six Protected Classes

1. Race
2. Color
3. Sex
4. Age
5. National Origin
6. Disability

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### Civil Rights Goals

- To *eliminate barriers* that prevent or deter people from receiving benefits of a government sponsored/funded program
- To provide *equal treatment* in the delivery of programs and services to all applicants, participants and beneficiaries of a federal program
- To ensure that all applicants and participants *understand their rights and responsibilities*
- To show *respect and dignity* to all

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### Assurances

- A *civil rights assurance* is incorporated in all agreements between the CSDE and participating institutions to ensure that ALL participants have access to Child Nutrition Programs

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### Requirements for CACFP

1. Collection and Use of Data
2. Public Notification
3. Complaint Procedures
4. Compliance Review Techniques
5. Resolution of Noncompliance
6. Reasonable Accommodation for Persons with Disabilities
7. Language Assistance
8. Conflict Resolution
9. Customer Service

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### 1 – Collection and Use of Data

- Two required forms
  1. Civil Rights Potential Beneficiary Data Determination Form
  2. Civil Rights Beneficiary Data Determination Form
- Complete ANNUALLY, sign, date and maintain on file with CACFP records

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### 1 – Collection and Use of Data

- Civil Rights Potential Beneficiary Data Determination Form
  - All towns in the service area of the institution
  - Record racial/ethnic school data for each town
  - One form per institution

[https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_CACFP\\_Potential\\_Beneficiary\\_Data\\_Determination\\_Form.docx](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Potential_Beneficiary_Data_Determination_Form.docx)

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### 1 – Collection and Use of Data

- Civil Rights Beneficiary Data Collection Form
  - Number of participants who are “Hispanic or Latino” and “Not Hispanic or Latino”
  - Number of participants in each racial category

[https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_CACFP\\_Beneficiary\\_Data\\_Collection\\_Form.docx](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Beneficiary_Data_Collection_Form.docx)

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## Race and Ethnic Categories


- Separate categories shall be used to collect and report ethnicity and race

Ethnicity	Race
<ol style="list-style-type: none"> <li>1. <b>Hispanic or Latino</b> – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race</li> <li>2. <b>Not Hispanic or Latino</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>American Indian or Alaskan Native</b></li> <li>2. <b>Asian</b></li> <li>3. <b>Black or African American</b></li> <li>4. <b>Native Hawaiian or Other Pacific Islander</b></li> <li>5. <b>White</b></li> </ol>

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## 2 – Public Notification System

- Display “*And Justice for All*” poster in a prominent place at each center
- Must be 11 x 17 inches
- CSDE issues an annual statewide public release on behalf of all participating CACFP institutions



To obtain copies of this poster, please contact the CSDE CACFP Staff  
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## 2 – Public Notification System

### Program Availability

- Inform participants and prospective participants of their CACFP rights and responsibilities and the steps necessary for participation

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## 2 – Public Notification System

- Include the NONDISCRIMINATION STATEMENT on all publications that inform the public about CACFP, including websites
  - Public (news) release
  - “And Justice for All” poster
  - Parent/ household letter

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## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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## 3 – Complaint Procedures

- Participants must be advised of their rights and the complaint procedures, including how to file a complaint
  - Written or verbal
  - Anonymous complaints handled the same as any other complaint

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### 3 – Complaint Procedures

- **Right to File a Complaint**  
Any person alleging discrimination based on race, color, sex, age, national origin or disability has a right to file a complaint within 180 days of the alleged discriminatory action

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### 3 – Complaint Procedures

- Participating institutions must notify the state agency (CSDE) of a civil rights complaint immediately
- CSDE must forward all civil rights complaints to the USDA’s Regional Office or the Food and Nutrition Service (FNS) Office of Civil Rights (OCR) Director

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### 4 – Compliance Reviews

- Civil rights compliance must be evaluated during
  - Pre-approval Reviews
    - ▶ Question on the pre-approval form
    - ▶ Observation of practices
  - Post-award or routine reviews
    - ▶ CSDE administrative reviews
    - ▶ Sponsor and CSDE monitoring visits

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### 4 – What is Civil Rights Noncompliance?

- A factual finding that any civil rights requirement, as provided by law, regulation, policy, instruction or guidelines, is not being adhered to
- Noncompliance may result from
  - routine review
  - special review
  - investigation

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### 5 – Resolving Noncompliance

- Once civil rights noncompliance is determined, steps must be taken to immediately obtain voluntary compliance
- Continued noncompliance may lead to suspension or termination

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### 6 – Reasonable Accommodations for Persons with Disabilities

- Americans with Disabilities Act (ADA) prohibits discrimination based on disability in all services, programs and activities provided to the public by state and local governments
- Persons with disabilities must have
  - program accessibility, e.g., phone, mail, etc.
  - effective communication with staff
  - easy access to buildings

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## 7 – Language Assistance

- Participating institutions have a responsibility to take steps to ensure meaningful access to their programs and services by persons with Limited English Proficiency (LEP)

**LEP: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English**

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## 8 – Resolving Conflict

- Conflict may arise from differences in needs, values and motivations
- Through differences, we may complement each other, but sometimes we will conflict
- Conflict is not a problem in itself – it is what we do with it that counts

**Conflict Resolution Network**  
<https://www.crnhq.org/12-skill-summary/>

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## 9 – Customer Service

- Providing good customer service
  - is key to avoiding the appearance or perception by anyone of unlawful discriminatory statements or actions
  - decreases the likelihood of complaints

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## Equal Opportunity for Religious Organizations

- Ensures a level playing field for the participation of faith-based organizations (FBOs) and other community-based organizations (CBOs) in USDA programs
- Creates new opportunities to serve more people in need
- USDA is working to ensure that FBOs and CBOs have equal access to funding opportunities

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## CSDE CACFP Civil Rights webpage



- Click on “CACFP” at the top of the webpage

<https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs#CACFP>

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## CSDE CACFP Staff Contact Information

<p>Susan Boyle  <a href="mailto:susan.boyle@ct.gov">susan.boyle@ct.gov</a>        860-807-2074</p>	<p>Benedict Onye  <a href="mailto:benedict.onye@ct.gov">benedict.onye@ct.gov</a>        860-807-2080</p>
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Connecticut State Department of Education  
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This institution is an equal opportunity provider.

### CSDE Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action 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, 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).