



Civil Rights

Your Rights & Responsibilities
in the
Child Nutrition Programs

Updated August 2013

Purpose of Civil Rights Training

Objectives:



- To give participants a general overview of civil rights.
- To educate participants on their rights and responsibilities as overseers of child nutrition programs.
- To provide informational resources to participants.

Definitions

Civil Rights: “The nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th Amendments to the U.S. Constitution and by acts of Congress.”

Discrimination: “The act of distinguishing one person from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on their protected bases.”



Civil Rights Legislation

Civil Rights Act of 1964: Non-discrimination on the basis of race, color, or national origin.

Title VI: Prevents discrimination in federally funded programs.

Title VII: Prevents employment discrimination where the employer is involved in interstate commerce.

Title IX: Non-discrimination on the basis of sex.

The Americans with Disabilities Act of 1990: Non-discrimination on the basis of Disability/Handicap.

Age Discrimination in Employment Act: Non-discrimination on the basis of age.

Protected Classes

- Race
- Color
- National Origin
- Sex
- Age
- Disability

USDA/ Food and Nutrition Services (FNS) Civil Rights Program

Cooperative Responsibility:



- Ensure equal opportunity for participation in programs.
- Administer programs so that they are accessible to every eligible participant regardless of their **race, color, national origin, sex, age, or disability.**

Common Issues

- How to serve children with disabilities
- Requirements for informing the public
- Appropriate speech
- Dealing with complaints

Children with Disabilities

- Definition: Disability

“Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.”

- *What is the school's responsibility to children with disabilities?*

Substitutions must be made for children with disabilities to ensure their ability to access school meals. Exact accommodations needed must be certified in writing by a licensed physician.

Children with Disabilities

- Reference:

USDA's "Accommodating Children with Special Dietary Needs in Child Nutrition Programs."

Available on School Food Services (SFS), DESE Web site: dese.mo.gov/divadm/food. Click on Civil Rights or Publications.

Informing the Public

Requirements :

1. The USDA's form AD-475C ("And Justice For All") must be posted at every food service/preparation site.
2. All information materials and sources, including Web sites used by Local Education Agencies (LEAs) to inform the public about Child Nutrition Programs, must contain a non-discrimination statement.
3. Provide information in other languages as needed by students.



Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing 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.

As stated above, all protected bases do not apply to all programs, *“the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.”*

Appropriate Speech

Speaking Protocol

~ How would you want to be addressed?

~ **Put the person first**

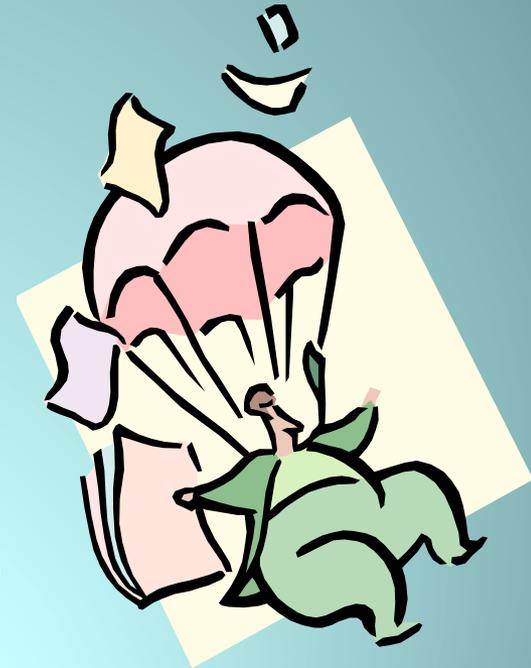
“A person with a disability”

~ **Use “politically correct” terms**

“Police Officer” not “Policeman”

~ **Speak in terms of a person’s heritage,
not color**

“African American” “Caucasian”



Complaints

Dealing with complaints



- Listen politely
- Take corrective action
 - Get required information
 - Refer the person to the contact information on the “And Justice For All” poster
- 180 days to file a complaint
- Complaint form is available on SFS, DESE Web site. Click on Civil Rights.

Complaints

- USDA, Director, Office for Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY)
- For public schools only, inquiries and complaints may also be directed to the Kansas City Office, Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: (816) 823-1404, TDD: (877) 521-2172

Reduce the Risk of Discrimination

Ask yourself each time you interact with participants-

- Am I treating this person in the same manner I treat others?
- Have I informed this person exactly what information I need to make a determination on the application?
- Have I given this person the opportunity to clarify all relevant factors or inconsistencies?
- Have I provided this person with information he or she needs to make necessary decisions?

Civil Rights Training

- State agencies are responsible for training LEAs on an **annual basis**.
- LEAs are responsible for training their staff, including “frontline staff” and supervisors who deal with applicants or participants on an **annual basis**.

Civil Rights Training

- Documentation of training is required
 - Date of training
 - Attendees

Power Point presentation is available on SFS, DESE Web site, under Civil Rights. A self evaluation form and sample attendee form are also available.

Keep all forms on file locally.

Civil Rights Training

- **USDA/FNS Civil Rights Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities**
 - Conveys policy and provides guidance to ensure compliance with and enforcement of the prohibition against discrimination in all FNS nutrition programs and activities.
 - Available on SFS, DESE Web site.

Civil Rights Training

Subject matter required, but not limited to:

- Collection and use of data
 - Self reporting of racial and ethnic data on free and reduced price meal application is optional.
 - If applicant declines self-identification, visual identification will be made if information is not available from other school sources.
 - The collection of this data is a tool to help make out any patterns that could identify possible discrimination.

Civil Rights Training

Subject matter required, but not limited to (continued):

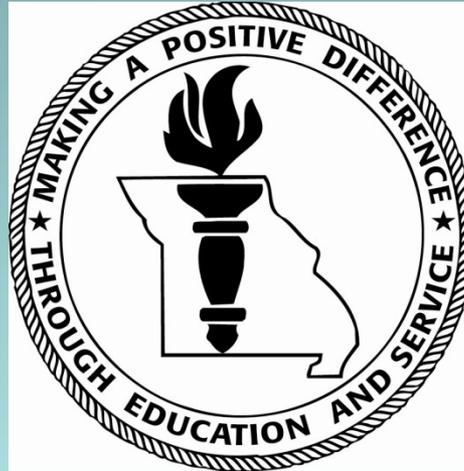
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirement for language assistance
- Conflict resolution
- Customer service

Questions?

Resources For More Information



- SFS, DESE (573) 751-3526
- dese.mo.gov/divadm/food
 - Click on Civil Rights
- www.usda.gov
 - Information on civil rights policy, including “And Justice for All” posters



Missouri Department of Elementary and Secondary Education

School Food Services

P. O. Box 480

Jefferson City, MO 65102-0480

Telephone: (573) 751-3526

www.dese.mo.gov/divadm/food