

Civil Rights Requirements Checklist

This checklist is designed to assist School Food Authorities (SFA) in determining compliance with annual civil rights requirements for the Child Nutrition Programs.

USDA “And Justice for All Poster”	YES (v)
<p>Is the “And Justice for All” poster posted in a prominent location that is visible to all students in each school during at least one meal service (i.e. in a central cafeteria during lunch)?</p> <ul style="list-style-type: none"> If your school participates in the Afterschool Snack Program or Breakfast in the Classroom and the program serves the same students who attend school during the regular school day and have seen the poster in a centralized location, you are not required to have the poster hung in each area where the snack or breakfast is served. 	<input type="checkbox"/>

Comments:

Non-Discrimination and Customer Service	YES (v)
<p>Do all materials that mention USDA programs contain the required non-discrimination statement?</p> <ul style="list-style-type: none"> Examples may include: flyers, brochures, parent/student handbooks, newsletters, school website, enrollment forms, menus, approval/denial letters, verification letters, etc. 	<input type="checkbox"/>
<p>Is the exact wording of the non-discrimination statement used?</p>	<input type="checkbox"/>
<p>Is the font size used no smaller than the text of the material?</p>	<input type="checkbox"/>
<p>In instances where the material is too small to include the full statement, is the shortened version of the statement used?</p> <ul style="list-style-type: none"> “This institution is an equal opportunity provider.” 	<input type="checkbox"/>
<p>Are all students allowed equal opportunities to participate in the Child Nutrition Programs regardless of race, color, national origin, sex, age, or disability?</p> <ul style="list-style-type: none"> Students must not be required to use a separate dining room, serving line, or serving time based on eligibility for free/reduced meals, sex, national origin, race/color, age, or disability. 	<input type="checkbox"/>
<p>Are all students within the same grade group offered the same selection of menu items in the same amounts regardless of their eligibility, sex, national origin, age, or disability?</p>	<input type="checkbox"/>

Comments:

Free/Reduced-Price Application Approval Process	YES (v)
Denied free/reduced applications are not disproportionately composed of minority groups.	<input type="checkbox"/>
Admission procedures allow for all races/ethnicities to enroll in school and participate in the meal programs.	<input type="checkbox"/>
No student is required to participate in the Child Nutrition Programs.	<input type="checkbox"/>

Comments:

Confidentiality	YES (v)
Is free and reduced-price information used only for the school nutrition programs and other select education purposes, such as for MARSS reporting?	<input type="checkbox"/>
A waiver from the household is required in order to release the information for purposes beyond foodservice. This would include notifying activities coordinators for reduced-price athletic fees. Does the SFA have waivers on file for these situations?	<input type="checkbox"/>
Is overt identification of those eligible for free/reduced-price meals avoided at the point of service? <ul style="list-style-type: none"> Overt identification is any action that may result in a child being recognized as potentially eligible to receive or be certified for free or reduced-price school meals. 	<input type="checkbox"/>

Comments:

Civil Rights Training and Civil Rights Complaints	YES (v)
Have all staff members involved in the operation of the school nutrition programs taken the required annual civil rights training ?	<input type="checkbox"/>
Does the SFA have documentation that contains the signature of each individual who attended the training along with the date of attendance?	<input type="checkbox"/>
Does the SFA have a copy of the training materials used to conduct the training on file?	<input type="checkbox"/>
Does the SFA have a policy and procedure outlining how the school/district will handle complaints related to discrimination? <ul style="list-style-type: none"> Specifics related to proper procedures are outlined in the annual civil rights training. 	<input type="checkbox"/>
Has the SFA designated an employee responsible for handling civil rights complaints? <ul style="list-style-type: none"> Indicate name and position of the individual: _____ 	<input type="checkbox"/>
Have any civil rights complaints been received? <ul style="list-style-type: none"> If so, does the SFA have documentation of the incident on file? 	<input type="checkbox"/>

Comments:

Racial/Ethnic Data Collection	YES (v)
Does the SFA collect racial/ethnic data annually?	<input type="checkbox"/>
How is this documentation collected? (Describe in the comments section below).	N/A
Does the SFA collect this data using the correct racial and ethnic categories? <ul style="list-style-type: none"> • Ethnicity: Hispanic or Latino and Non-Hispanic or Non-Latino. • Race: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White. (Individuals may indicate more than one race). 	<input type="checkbox"/>

Comments:

Limited English Proficiency (LEP)	YES (v)
Are reasonable steps taken to ensure that persons with LEP are given access to programs? <ul style="list-style-type: none"> • If there is a need for LEP services in the district, what services are provided? (Explain in the comments section below) 	<input type="checkbox"/>

Comments:

Special Diets	YES (v)
Does the SFA have a policy/procedure for accommodating special dietary need requests? <ul style="list-style-type: none"> • If so, where is it located? _____ • Has this been communicated to families? 	<input type="checkbox"/>
Does the SFA have copies of all special dietary need requests on file? (non-disability and disability, as applicable). <ul style="list-style-type: none"> • Who is responsible for keeping these on file and where are they kept? _____ • How does this information get communicated to the foodservice staff? _____ 	<input type="checkbox"/>

Comments: