

ILLINOIS STATE BOARD OF EDUCATION
CHILD AND ADULT CARE FOOD PROGRAM
SUMMARY OF CIVIL RIGHTS REQUIREMENTS

This document notifies participants of the Child and Adult Care Food Program (CACFP) of program policies regarding civil rights and provides guidance on nondiscrimination in the administration of this program.

This document outlines specific responsibilities, requirements, and procedures for federally-assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and Department of Justice Memorandum dated January 28, 1999, Civil Rights Restoration Act of 1977, the Food Stamp Act of 1977, Enforcement of Title VI of the Civil Rights Act of 1964, USDA Department Regulation 4330-2 and 7CFR Part 16.

Any questions regarding the civil rights requirement of CACFP should be directed to the Illinois State Board of Education, Nutrition Programs, 100 North First Street, W-270, Springfield, Illinois 62777-0001, 800/545-7892.

Institutions Responsibilities

Data Collection

- Maintain on file the estimated number of potential eligible beneficiaries by ethnic/racial category for the area served by the institution.
These figures are updated annually and provided each year by the state agency with your CACFP approval letter.
- Collect and maintain annually the ethnic/racial category of each enrolled child.
Methods include collecting ethnic and race information on the state-approved enrollment form voluntarily completed or observed by staff.
 - Ethnicity
 - (1)Hispanic or Latino
 - (2)Not Hispanic or Latino
 - Race
 - (1)American Indian or Alaskan Native
 - (2)Asian
 - (3)Black or African American
 - (4)Native Hawaiian or Other Pacific Islander
 - (5)White
- *Maintain* all program information for three years plus the current year and safeguards should be exercised to ensure the data is available only to authorized personnel.

Training

- Train front-line staff on basic civil rights requirements. Front-line staff which interacts with participants must be trained also.

Program Operations

- Ensure there are no requirements or procedures that restrict or deny enrollment on the basis of race, color, sex, age, disability, or national origin.
- Ensure denied free/reduced-price applicants are not disproportionately composed of minority groups.
- Serve meals to all attending children equally regardless of race, color, sex, age, disability, or national origin.
- Provide equal access to child care services and facilities regardless of race, color, sex, age, disability, or national origin.

Public Notification

- Inform the general public, potential eligible populations, and grassroots organizations about CACFP or any changes to CACFP
- Display the USDA *And Justice for All* poster in a prominent place. *Posters must be displayed at both feeding sites and administrative offices. Day care home providers are not required to display the poster. Posters may be obtained by contacting Nutrition Programs, Illinois State Board of Education, at 800/545-7892 or printed from our website at www.isbe.net/nutrition/htmls/forms.htm.*
- Provide appropriate program information including Web-based information, in alternative formats for persons with disabilities, as needed.
- Make CACFP information available to the public upon request.
Examples of printed program informational materials include free and reduced-price meal notification letters, enrollment forms, public releases, program brochures, institution's Internet site, and newsletters.
- Include the required nondiscrimination statement and the procedure for filing a complaint on all printed CACFP informational materials provided to the public:
In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, you must write USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 866/632-9992 (voice). Individuals who are hearing impaired 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.
- Convey the message of equal opportunity in all photographic and graphic materials used to provide program or program-related information.