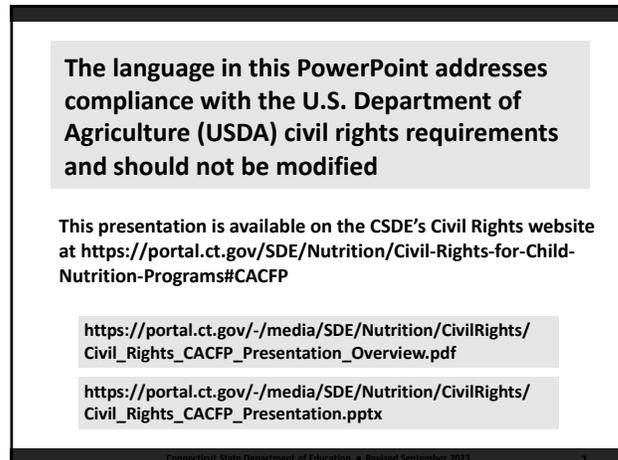


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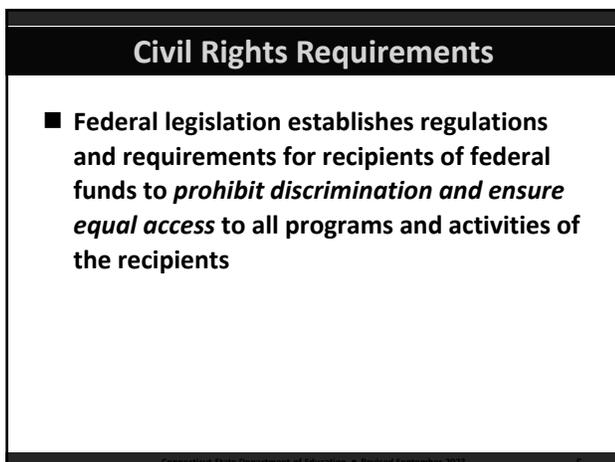
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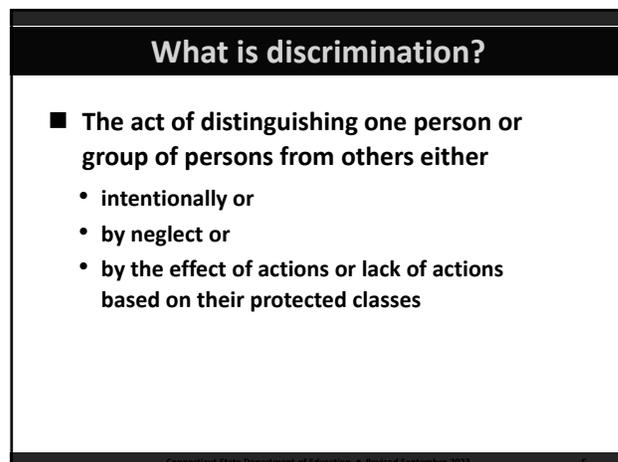
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### Six Protected Classes

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

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### Civil Rights Goals

- 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. CACFP Civil Rights Beneficiary Data Collection Form
- Complete *annually*, sign, date, and maintain on file with CACFP records

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### 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.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Potential_Beneficiary_Data_Determination_Form.pdf)

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### CACFP 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\\_Potential\\_Beneficiary\\_Data\\_Determination\\_Form.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_CACFP_Potential_Beneficiary_Data_Determination_Form.pdf)

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### Visual Identification Not Allowed

- CACFP facilities *cannot* use visual observation and identification to collect race or ethnicity data

CACFP 11-2021 and SFSP 07-2021: Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission

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### Visual Identification Not Allowed

- Preferred data collection method is *self-identification and self-reporting* from *other sources* in which respondent has self-identified race or ethnicity
  - CACFP income eligibility applications
  - Data for other funding sources, e.g., Head Start

CACFP 11-2021 and SFSP 07-2021: Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission

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### Visual Identification Not Allowed

- CACFP facilities should
  - explain importance of data to participants
  - encourage participants to self-identify and self-report
- CACFP facilities must
  - make applicants and participants aware that failure to provide racial or ethnic identity information *will not impact CACFP eligibility*

CACFP 11-2021 and SFSP 07-2021: Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission

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### Race and Ethnic Categories

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

Ethnicity	Race
1. Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race	1. American Indian or Alaskan Native
2. Not Hispanic or Latino	2. Asian
	3. Black or African American
	4. Native Hawaiian or Other Pacific Islander
	5. White

CACFP 11-2021 and SFSP 07-2021: Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission

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## 2 — Public Notification System

Includes three components

- **“And Justice for All” poster**
- **Program Availability**
- **USDA Nondiscrimination Statement**

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## And Justice for All Poster

- **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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## And Justice for All Poster

- **USDA is revising current poster**
- **CSDE will provide revised posters when available**
- **Continue to use current poster until notified otherwise**



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## Program Availability

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

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## USDA Nondiscrimination Statement

- **Include USDA’s *nondiscrimination statement* on all publications informing 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, 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, audiotape, 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/ad-3027.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)

This institution is an equal opportunity provider.

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**3 — Complaint Procedures**

- **Must advise participants 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 immediately notify CSDE of a civil rights complaint**
- **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 pre-approval form
    - Observation of practices
  - **Post-award or routine reviews**
    - CSDE administrative reviews
    - Sponsor and CSDE monitoring visits

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**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, must take steps to immediately obtain voluntary compliance**
- **Continued noncompliance may lead to suspension or termination**

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### CSDE CACFP Staff Contact Information

<p><b>Child and Adult Centers</b></p> <ul style="list-style-type: none"> <li>• <b>Susan Boyle</b> <a href="mailto:susan.boyle@ct.gov">susan.boyle@ct.gov</a> 860-807-2074</li> <li>• <b>Benedict Onye</b> <a href="mailto:benedict.onye@ct.gov">benedict.onye@ct.gov</a> 860-807-2080</li> </ul>	<p><b>Child and Adult Centers</b></p> <ul style="list-style-type: none"> <li>• <b>Flor Sproue</b> <a href="mailto:flor.sproue@ct.gov">flor.sproue@ct.gov</a> 860-713-6849</li> <li>• <b>Evelyn Vicente-Quiñones</b> <a href="mailto:evelyn.vicente-quinones@ct.gov">evelyn.vicente-quinones@ct.gov</a> 860-807-2117</li> </ul>
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Connecticut State Department of Education  
School Health, Nutrition and Family Services  
450 Columbus Boulevard, Suite 504  
Hartford, CT 06103-1861

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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, 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, audiotape, 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.

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
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3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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### 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 race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, 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: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).

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