

Child Nutrition Programs Civil Rights Requirements for All Institutions

- All Child Nutrition Programs must operate in a non-discriminating manner.
- All institutions must collect and report racial and ethnic data initially when applying to participate in Child Nutrition Programs and annually thereafter.
 - Summer Food Service Program and Child and Adult Care Food Program must collect the number of actual participants and the estimated number of potentially eligible participants by racial or ethnic category. Specific fields to report this information can be found in the Organization Application section in the Mississippi Application and Reimbursement System (MARS).
 - School Nutrition Programs must collect the actual number of children applying for free and reduced-price meals or free milk by racial/ethnic group.
- Keep all data on file for three years, plus current year.
- All institutions must develop and implement a written Civil Rights complaint procedure to address any discrimination complaints.
- All institutions must have readily available Civil Rights complaint forms to give to complainants who have a complaint.
- All institutions must have a Civil Rights complaint log to track any such complaints.
- All institutions must train their staff on Civil Rights requirements before the staff assume their duties in Child Nutrition Programs and annually thereafter. Specific subject matter must include, but not be limited to:
 - Collection and use of data
 - Effective public notification systems
 - Complaint procedures
 - Compliance review techniques
 - Resolution of noncompliance
 - Requirements for reasonable accommodation of persons with disabilities
 - Requirements for language assistance
 - Conflict resolution
 - Customer service
- All institutions must display the current "And Justice for All" poster in a prominent place, with the exception of family daycare homes. See additional guidance for CACFP below.
- All institutions must use the USDA nondiscrimination statement on all public correspondence that implies or mentions USDA or Child Nutrition Programs.
- All institutions must make reasonable modifications when modifications are necessary to accommodate children with disabilities.
- All institutions must provide equal access to the benefits of Child Nutrition Programs.

Additional Program Requirements for the Child and Adult Care Food Program (CACFP) Only:

- Child Care Institutions participating in the CACFP may be allowed to display the "And Justice for All" poster in general/common areas of their facilities, where it can be viewed

by parents/guardians of participating children. Children participating in the CACFP are not yet at reading age. Therefore, it is of little benefit for the posters to be displayed in their classrooms.

- All CACFP institutions must offer the program to infants in care.
- New institutions must issue a media release as outlined at 226.23(d) and provide a copy to MDE with their application.



For resources on Civil Rights requirements in Child Nutrition Programs, click [here](#).

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

This institution is an equal opportunity provider.