

Civil Rights Requirements



FNS Instruction 113-1: Civil Rights
Compliance and Enforcement –
Nutrition Programs and Activity

Civil Rights

- Goal of Civil Rights is to maintain
 - Equality
 - Access
 - Dignity
- FNS Instruction 113-1: Civil Rights Compliance and Enforcement – Nutrition Programs and Activity is where the Civil Rights requirements for USDA nutrition programs are found.
- All staff must receive Civil Rights training upon employment/participation and annually thereafter

Civil Rights

TRIVIA TIME

- How many Protected Classes has the USDA established?
 - 6
- Can you name them?
 - Race
 - Color
 - National Origin
 - Sex
 - Age
 - Disability
- How many Protected Classes has the District of Columbia established?
 - 11
- Can you name them?
 - Marital status
 - Personal appearance
 - Sexual Orientation
 - Gender Identity or expression
 - Family responsibilities
 - Familial status
 - Place of residence or business
 - Genetic information
 - Matriculation
 - Source of income
 - Political affiliation

Civil Rights Data Documentation Form



Office of the
State Superintendent of Education

The Child and Adult Care Food Program (CACFP)

Annual Civil Rights Data Collection Form

Use this form to record the actual race and ethnicity information for all CACFP participants at your institution and the race and ethnicity information for the potentially eligible persons in the service area in which the institution or facilities are located. This form should be completed with the information for the participants listed on the **November enrollment** or, for at-risk programs, **November attendance**.

Name of Institution _____
 Institution Address: _____ Street: _____
 City, State and ZIP Code: _____

Actual Participants' Race and Ethnicity Information

Total November enrollment or attendance: _____

Ethnicity
 Number of Hispanic or Latino: _____ Number of Not Hispanic or Latino: _____

Race
 Number of American Indian or Alaskan Native: _____ Number of Native Hawaiian or Other Pacific Islander: _____
 Number of Asian: _____ Number of White: _____
 Number of Black or African American: _____

Race and Ethnicity Information for the Eligible Population

Data Source: _____

Population: District Ward (specify): _____ Other (specify): _____

Ethnicity
 Number or Percentage of Hispanic or Latino: _____ Number or Percentage of Not Hispanic or Latino: _____

Race
 Number or Percentage of American Indian or Alaskan Native: _____ Number or Percentage of Native Hawaiian or Other Pacific Islander: _____
 Number or Percentage of Asian: _____ Number or Percentage of White: _____
 Number or Percentage of Black or African American: _____ Two or More Races / More Than One Race / Some Other Race: _____

Signature of Institution Official _____ Date _____

Printed Name of Institution Official _____

12/2011 Annual Civil Rights Data Collection Form

- Civil Rights Data Collection must be taken annually
- Organizations are required to obtain the race and ethnicity of program participants upon enrollment and annually
- Sponsors have the option to complete this form using aggregate data from all of their centers/facilities (use the Data Source for the Eligible Population – District)

Civil Rights

Staff Training

Complaint
Procedures

Public
Notification

Customer
Service

Language
Assistance





Questions?