

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/providers 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



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 _____

- 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 of FDCH complete this form using aggregate data from all of their FDCHs (use the Data Source for the Eligible Population – District)

Civil Rights

Staff Training

Complaint
Procedures

Public
Notification

Customer
Service

Language
Assistance

“Building for the Future” flyer

Building for the Future

What is CACFP?

CACFP is the **Child and Adult Care Food Program**, a Federal program that provides healthy meals and snacks to children and adults receiving day care.

Each day more than 2.6 million children and almost 40,000 older adults participate in CACFP. Through CACFP, participants' nutritional needs are supported on a daily basis. The program plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

In addition to day care, CACFP helps make afterschool programs more appealing to at-risk youth. By offering nutritious snacks in programs serving low-income areas, centers can increase participation and know that youth are having a healthy snack.

Homeless children and children from temporarily displaced families can also receive up to three meals each day through shelters that operate the program.

Who is eligible for CACFP meals?

- children age 12 and under,
- migrant children age 15 and younger,
- functionally impaired adult participants or adults age 40 and older enrolled in an adult day care center, and
- youths through age 18 in afterschool programs in needy areas.

What kinds of meals are served?

CACFP facilities follow the meal patterns established by USDA.

- Breakfast consists of a serving of milk, fruit or vegetable, and grains or bread.
- Lunch and dinner require milk, grains or bread, meat or meat alternate, and two different servings of fruits or vegetables.
- Snacks include two different servings of the four component: milk, fruits or vegetables, grains or bread, or meat or meat alternate.

CACFP Facilities

Many different facilities operate CACFP, all sharing the common goal of bringing nutritious meals and snacks to participants.

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers serve meals to large numbers of children.
- **Family Day Care Homes:** Small groups of children receive nonresidential day care in licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide residential and food services to homeless children.
- **Adult Day Care Centers:** Public, private nonprofit, and some for-profit adult day care facilities provide structured, comprehensive services to functionally impaired nonresident adults.

Child and Adult Care Food Program (CACFP)

How does CACFP work?

CACFP reimburses participating centers and day care homes for serving nutritious meals. It is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA).

The State education or health department administers CACFP in most States. State agencies approve sponsoring organizations and independent centers to operate the program on the local level. The State also monitors the program and provides guidance and assistance to ensure requirements are met.

Sponsoring organizations play a critical role in supporting home-day care providers and centers through training, technical assistance, and monitoring. All family or group day care homes must come into the program under a sponsoring organization. Several types of organizations are approved by the States to serve as sponsors—community action groups, nonprofit organizations, and churches.



CACFP Partners



Contacts

If you are interested in participating in CACFP, or have questions about the program, the sponsoring organizations and State agencies can help. Our website has State agency CACFP contact information, or call (703) 305-2630. www.fns.usda.gov/mic/contact/StateDirectory.htm

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Building for the Future

In the Child and Adult Care Food Program (CACFP)



Questions?