

CIVIL RIGHTS COMPLIANCE CHECKLIST

SCHOOL YEAR _____

United States Department of Agriculture (USDA) regulations outline each site's responsibility with regard to civil rights compliance in the Child Nutrition Programs (CNP). The following checklist furnishes a quick overview of requirements.

	YES	NO	N/A*
1. Does the letter to households include:			
a. The required nondiscrimination statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Where a complaint may be filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a USDA/Food and Nutrition Service (FNS)-approved poster displayed in a prominent place and visible to recipients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the correct nondiscrimination statement included on appropriate program materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the school food authority (SFA) sent out a public release to community/grassroots organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are foreign language translations available when a significant number of persons speaking only a foreign language are in the population?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are procedures established to receive complaints alleging discrimination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Have there been any written or verbal complaints alleging discrimination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If YES , have these complaints been reported to the State Department of Education (the <i>State Agency</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do admission procedures used restrict enrollment by minority persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are incorrectly denied Applications for Free and Reduced-Price Meals disproportionately composed of minority applications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are disabled students provided program benefits as prescribed by regulations (including special dietary needs), as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Not Applicable

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

TOTAL STUDENTS BY ETHNICITY

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

TOTAL STUDENTS BY RACE

Enrollment	Number Approved for Free and Reduced-Price Meals/Free Milk	Number Denied

This form should be duplicated and completed each year by each site within the SFA. The completed form will be reviewed during the AR.

Please complete by October 31 of each year, and retain in your CNP files.