



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953

NHDOE CACFP CIVIL RIGHTS INSTRUCTION

All participating institutions and their sponsored centers shall be required to:

- Determine the number of potential eligible beneficiaries by racial/ethnic category each year (such as with the use of census or school data).
- Collect racial/ethnic data for enrolled children at each center annually and keep this information on file for the required time period.
- Announce publicly that admission is open to all regardless of race, color, national origin, sex, age, or disability.
- Allow equal access to its program, regardless of race, color, national origin, sex, age, or disability, to all attending children.
- Ensure all publications and other forms of communication, such as radio and TV announcements, websites that are used to inform the general public parents of beneficiaries, and potential beneficiaries about the program, include the required nondiscrimination statement and the procedure for filing a complaint. (Note: Radio or TV announcements 30 seconds or less may use the phrase, "This is an equal opportunity program.).
- Ensure the nondiscrimination posters "AND JUSTICE FOR ALL" and "BUILDING FOR THE FUTURE" are posted in a conspicuous place in all facilities and institutions.
- Ensure that informational materials are provided in an appropriate translation concerning the availability and nutritional benefits of the program, as needed. Free and reduced price application materials can be accessed in 17 different languages at <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>
- Ensure that the institution makes CACFP information available to the public upon request. Information regarding the program can be accessed at the FNS website at <http://www.fns.usda.gov/cnd/Care/CACFP/cacphome.htm>, or at the BNPS website at <http://education.nh.gov/program/nutrition/index.htm>
- Ensure that materials provided by the institution which explain the CACFP to parents include the nondiscrimination statement and the procedure for filing a complaint.