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### **NHDOE CACFP CIVIL RIGHTS INSTRUCTION**

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

- Determine the number of potential eligible beneficiaries by ethnic/racial category each year (such as with the use of census or school data).
- Collect ethnic/racial 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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Allow equal access to its program, regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- 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 <https://www.fns.usda.gov/school-meals/translated-applications>
- 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 <https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>, or at the BNPS website at <https://www.education.nh.gov/program/nutrition/index.htm>

- Ensure that materials provided by the institution which explain the CACFP to parents include the USDA nondiscrimination statement and the procedure for filing a complaint.
- Provide Civil Rights Instruction annually to staff

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.