

**NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION
CHILD NUTRITION PROGRAMS
ANNUAL CIVIL RIGHTS TRAINING**

The U.S. Department of Agriculture prohibits discrimination in all federal meal programs on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

1. Effective public notification systems.

- Place the nondiscrimination "*And Justice for All*" poster in a prominent area where participants and potential participants can see it. The newest poster has a picture of the US Justice Department building in green on the top portion.
- The public notification system contains the following basic elements:
 - Program Availability.
 - Complaint information.
 - Nondiscrimination Statement.

2. Requirements for language assistance.

- Forms are available in different languages; please contact the State Agency.
- Local Agencies/School districts must take reasonable steps to assure "meaningful" access to the information and services they provide, especially for people with Limited English Proficiency (LEP): individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

3. Requirements for reasonable accommodation of persons with disabilities as identified by a licensed medical authority – such as:

- Special dietary needs.
- Special eating utensils.
- Equal access and service.

4. Customer service.

- When a parent approaches you regarding a special dietary or civil rights issue, treat them respectfully and be helpful.
- All participants must be treated in the same manner.
- Be proactive and accommodating.

5. Conflict resolution.

- Assess the nature of the problem.
- Take appropriate steps to notify all relevant parties about a problem and work together to make a solution.
- Follow-up.

6. Complaint procedures. *All STAFF should know how to file a complaint – who, what, where, when.*

- The person alleging the complaint must be provided with the USDA FNS nondiscrimination statement and procedure for the school meal programs.
- The nondiscrimination statement has the complaint process (the statement is on the "*And Justice for All*" poster).
- A complaint alleging discrimination must be made within 180 days of the event.

- Complaints should be forwarded to NDDPI or directly to USDA using the address in the nondiscrimination statement. Keep a 'Complaint Log' on file listing civil rights complaints. The 'Complaint Log' is a permanent document that must be maintained in the admin office.

7. Compliance review techniques.

- The State Agency reviews civil rights as part of the administration review compliance monitoring.
- The Sponsor must check for civil rights compliance when conducting annual on-site reviews.

8. Resolution of non-compliance.

- Resolve all civil rights issues (examples- special dietary needs, language assistance).
- Be responsive to corrective action regarding civil rights.

9. Collection and use of data.

- Program applicants/participants may not be required to furnish information on their race or ethnicity on the application for free and reduced meals. **Do Not fill in the race or ethnicity if the program applicant/participant does not furnish it.**
- The Racial and Ethnic data form must be completed annually to identify how well the program is reaching potential eligible persons and where additional outreach is needed.

Examples of Discrimination:

- Refusing to allow a child's participation based on a licensed medical authority's identification of a disability.
- Serving meals at a time, place, or manner that is discriminatory.
- Selectively distributing applications.
- Segregating students by race or gender.

Civil Rights/Meal Access

Denying Meals as a Disciplinary Action

The denial of meals or snacks as a disciplinary action, regardless of free, reduced-price, or paid eligibility, is prohibited.

Forcing Students to Eat is Not Allowed

It can be very frustrating for some adults to see students throwing food away, especially if you have the mindset that children need to belong to the 'Clean Plate Club.' Forcing children to eat can make them feel their physical instincts aren't important and keep them from listening to their bodies. Children will stop eating when they are full if they follow their instincts. Forcing children to clean their plates has no place in child nutrition programs. Using food as a reward is prohibited.

Document Annual Civil Rights Training *Remember ALL program staff must be trained in civil rights each year.*

I certify that I have read and understood the above information regarding Civil Rights in all federal meal programs.

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

This institution is an equal opportunity provider.