

# Civil Rights Requirements

## IN THE SUMMER FOOD SERVICE PROGRAM

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### WHAT ARE THE SPONSOR'S CIVIL RIGHTS REQUIREMENTS?

**All participating sponsors must inform potential participants of the availability of the SFSP. In addition, all sponsors and their sites are required to:**

Display the "And Justice for All" poster developed by USDA in a prominent place at the site and in the sponsor's office. Contact DPI for posters: [Shiela.coulton@dpi.wi.gov](mailto:Shiela.coulton@dpi.wi.gov).

Make Program information available to the public upon request.

Take reasonable steps to ensure meaningful access to services for limited English proficient persons by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program.

Ensure that translations are accurate concerning the availability and nutritional benefits of the Program.

Make reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program.

Include the nondiscrimination statement, and instructions for filing a complaint, in the public release and in any Program information directed to parents of participants and potential participants. Shortened version may be used only if the print material is a page or less and there isn't enough room for the full version. **"This institution is an equal opportunity provider."**

Ensure that meals are served to all attending children, regardless of their race, color, national origin, sex, age, or disability.

Ensure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age or disability.

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## RACE AND ETHNICITY DATA

Each year, every sponsor must determine the number of potentially eligible participants by racial/ethnic category for the area served and submit it within the contract application. This information may be obtained from census data or public school enrollment data.

The sponsor also must collect race and ethnicity data each year by ethnic/racial category for each of the sponsor's sites. Sponsors of residential camps must collect and maintain this information separately for each session of camp. For all other sites, the sponsor must count the participating children at least once during the site's operation. The sponsor may use visual identification to determine a participant's racial/ethnic categories. For collection purposes, a participant may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

To provide flexibility and ensure data accuracy, separate categories must be used when collecting and reporting race and ethnicity. Ethnicity must be collected first. Participants may be counted in one or more racial designations. A sample Race and Ethnicity Data Form can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

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# NEWS MEDIA RELEASE

As part of the public notification requirement, each sponsor must submit a media release to its local newspaper prior to operation each year. It is recommended that sponsors use the prototype media releases found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>. Page one of the media release is for sponsors that determine their site eligibility based on school or census data. Camp sponsors and sponsors of enrolled sites that are required to collect income statements from the enrolled children should use page two of the media release. If the prototype media release is modified, the media release must be submitted to the DPI for approval. The purpose of the media release is to announce the availability of free meals, the nondiscrimination policy and complaint filing procedures.

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## Civil Rights Compliance Training for Sponsor Staff

All staff who work with the USDA Child Nutrition Programs must receive training on all aspects of civil rights compliance annually. Topics to be included in the Civil Rights training:

- What is Discrimination?
- Collecting/recording racial/ethnic data
- Where to display posters
- What is a Civil Rights complaint?
- How to handle a Civil Rights complaint

Additional Civil Rights training information, including a sample PowerPoint presentation that can be used to train staff on civil rights compliance and an attendance record for training, can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

## NON-DISCRIMINATION 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, audiotape, 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).

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