

Civil Rights Compliance & Other Requirements

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to comply with the following civil rights obligations and to provide information as follows:

- **Collection of Ethnicity and Race Data:** Sponsors are required to collect ethnicity and race data once a year for the CACFP. Visual observation and identification are not allowable practices in collecting data. The preferred method is self-identification and self-reporting. CACFP sponsors should explain the importance of this data to participants as they encourage them to self-identify and self-report. CACFP sponsors may also obtain ethnicity and race data from other sources in which the respondent has self-identified ethnicity and race, such as school databases. Voluntary questions on ethnicity and race are included in the [Income Eligibility Form for Child Care Centers \(CACFP-205\)](#), the [Child Care Enrollment Form \(MO 500-3317\)](#), and the [CACFP Enrollment Form for Child Care Centers \(CACFP-229\)](#).
- **Compile the Ethnic and Racial Data on the [Beneficiary Data Report](#).** Once a year, sponsors must compile the ethnic and racial data, as completed by the participant or guardian, into this report. This report must be kept on file at the center.
- **Display the “*And Justice For All*” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Display “[Building for the Future](#)” flyer in a prominent location or “[Building for the Future](#)” pamphlet.** This pamphlet explains the CACFP, who is eligible, the kinds of meals served, and types of centers that serve the meals. Both are available at: www.health.mo.gov/cacfp - Posters, Flyers, & Pamphlets.



Good nutrition today means a stronger tomorrow!

Building for the Future with CACFP

This day care
receives support
from the Child and
Adult Care Food
Program to serve
healthy meals to your children.

Meals served here must meet USDA's
nutrition standards.



- **Annual Civil Rights training for CACFP sponsors and staff.** Online training is available on our website at: www.health.mo.gov/cacfp.
- **USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians.** If the center has a parent handbook or a policy booklet that indicates that the center is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint must be included and is available at www.health.mo.gov/cacfp - USDA Nondiscrimination Statement.

- **Discrimination Complaint Filing.** The USDA prohibits discrimination in Child Nutrition Programs (CNP) based on race, color, national origin, age, sex, disability, and religion. If you believe you experienced discrimination when participating in a USDA program, you may file a complaint. Civil rights complaint filing information is located at: <https://www.usda.gov/oascr/complaint-resolution>
- Forward complaints of alleged discrimination to the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to the DHSS-CFNA within four days of receipt. Provide all available information and details. The toll-free number is 800-733-6251.
- **WIC Program Information.** [Missouri WIC outreach posters](#) are available to display in your center to share the benefits of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) with parents and guardians. The poster is located at www.health.mo.gov/cacfp - Posters, Flyers, & Pamphlets.
-