

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03	2/12	2	2.4
CHAPTER Chapter 2. Eligibility Requirements		SUBJECT Civil Rights Data Collection			

The CACFP must ensure that program benefits are made available to all eligible individuals without regard to race, color, age, sex, disability, or national origin.

As part of the application process, the institution must provide information on:

- Estimate of the racial/ethnic makeup of the population to be served. Sources for this information might include public school enrollment or census data.
- Actual beneficiary data by racial/ethnic category for the at-risk afterschool program. Visual identification may be used to determine a beneficiary’s racial/ethnic category.
- Efforts to be used to assure that minority populations have an equal opportunity to participate.
- Efforts to be used to contact minority and grassroots about the opportunity to participate.
- Any other Federal agencies providing financial support to the applicant.

Throughout the program year, the at-risk afterschool program must:

- Display the “And Justice for All” poster in a prominent place. All posters can be downloaded at: <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/publications.php>.
- Collect racial/ethnic data on an annual basis, using the CACFP-226 Beneficiary Data report form found at: <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/appsforms.php>. The Documentation must be maintained on file.
- Have the capability of providing informational materials in the appropriate translation concerning the availability and nutritional benefits of the CACFP. Display the “Building for the Future” poster in a prominent place.
- Make CACFP information available to the public upon request. Upon initial visits, parents of potential beneficiaries shall be given specific program information that is pertinent to their children’s receipt of benefits under the program.
- Provide the nondiscrimination statement and procedure for filing a complaint concerning the program or program activities. The nondiscrimination statement can be found at: <http://www.dhss.mo.gov/cacfp/USDASTatement.html>.

Reference: Civil Rights Instruction 113-1 (November 8, 2005)