

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	12/90	6/12	5	5.16
CHAPTER Chapter 5. Requirements of Management		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.

The sponsoring organization is required to determine the number of potential eligible children by racial/ethnic category for the area served by the organization on an annual basis. The sources for this data may include census data or public school enrollment.

Actual beneficiary data by racial/ethnic category for each family child care home under a sponsor's jurisdiction shall be collected by the sponsoring organization each year. In order to fulfill this requirement, the sponsoring organization may collect the Civil Rights information regarding children on an ongoing basis on the child enrollment form or it may be done annually through another process. This information must be compared to the estimated number of potential participants by racial/ethnic category for that target area.

Sponsoring organizations must:

- Display the “And Justice For All” poster;
- Provide program materials for non-English speaking participants in the appropriate language; and
- Include the nondiscrimination statement and the procedure for filing a complaint on all published written information directed to potential enrolled children and their parents. The nondiscrimination statement is “the same meals are available to all enrolled children without regard to race, color, national origin, sex, age, or disability, and there is no discrimination in the course of the meal service. If you believe that you have been treated unfairly in receiving food services for any of these reasons, write immediately to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.
- All sponsoring organization staff should receive training on all aspects of civil rights compliance. Staff should be able to identify a civil rights complaint if received. They should know what to do if they receive a complaint and they should understand that is the basic right of the individual to file a complaint.
- Where a significant proportion of the population of the area served by the sponsoring organization is composed of non-English or limited English speaking persons who speak the same language, program information shall be provided in the appropriate language. Bilingual staff members or interpreters shall be available to serve these persons.