

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	5	5.5
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; hereafter referred to as protected category.

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 census data or public school enrollment.
- Actual beneficiary data by racial/ethnic category for the emergency shelter. Visual identification may be used to determine a beneficiary's racial/ethnic category or the parents of a beneficiary may be asked to identify the racial/ethnic group of their child. Parents may be asked to identify the racial/ethnic group of their child only after it has been explained, and they understand, that the collection of this information is strictly for statistical reporting and has no effect on the determination of their eligibility to receive benefits under the Program.
- Efforts to be used to assure that minority populations have an equal opportunity to participate.
- Efforts to be used to contact minority and grassroot organizations about the opportunity to participate.
- Any other Federal agencies providing financial support to the applicant.

Throughout the Program year, the shelter must:

- Display the "And Justice For All" poster in a location visible to the public.
- Display the "Building for the Future" poster in a location visible to the public.
- Have the capability of providing informational materials in the appropriate translation concerning the availability and nutritional benefits of the CACFP.
- Make Program information available to the public upon request.
- Provide the nondiscrimination statement and procedure for filing a complaint in all information concerning the Program or Program activities directed to parents of beneficiaries and potential beneficiaries.

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