

CIVIL RIGHTS

School Nutrition Programs



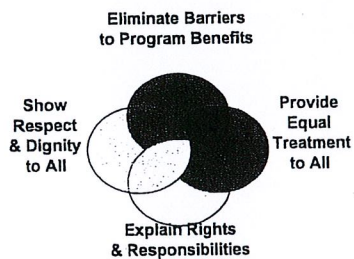
WHAT ARE CIVIL RIGHTS?



Civil Rights prohibits discrimination that is based on:

- race
- color
- national origin
- age
- sex
- disability

Goals of Civil Rights



Civil Rights Training



School Food Authorities are required to train their frontline staff and those who supervise them. Frontline staff are those who interact with participants in any Child Nutrition Program. Training must be completed and documented on an annual basis.

WHAT IS A PROTECTED CLASS?

A protected class refers to any person or group of people who have a characteristic for which discrimination is prohibited by law

Protected classes in schools include:

- race
- color
- national origin
- age
- sex
- disability



Civil Rights

(What You Need To Know)

1. Collection & Use of Racial / Ethnic Data
2. Public Notification System

Equal Access to program

Reasonable Accommodation of persons with disabilities

Language Assistance
Complaint Procedures



COLLECTION AND USE OF RACIAL AND ETHNICITY DATA

5 Racial Categories:

American Indian or
Alaskan Native
Asian
Black or African
American
Native Hawaiian or
other Pacific Islander
White

2 Ethnic Categories:

Hispanic / Latino
Not Hispanic / Latino



RACIAL AND ETHNICITY DATA

Maintained for 3 years
plus the current year

Access restricted to
authorized school
personnel



PUBLIC NOTIFICATION

Display the "And Justice for
All" poster in a public area

Include the non-discrimination
statement on all informational
materials and web sites that
refer to the school nutrition
programs



PUBLIC NOTIFICATION



Communications about the School Nutrition Programs must
include this non-discrimination statement & procedure for filing
a complaint:

"In accordance with Federal law and U.S.
Department of Agriculture policy, this institution is
prohibited from discriminating on the basis of race,
color, national origin, sex, age, or disability. To file a
complaint of discrimination, write USDA, Director,
Office of Civil Rights, 1400 Independence Avenue,
SW, Washington, D.C. 20250-9410 or call (800) 795-
3272 or (202) 720-6382 (TTY). USDA is an equal
opportunity provider and employer."

EQUAL ACCESS

A School must
provide equal
access to to all
eligible participants
regardless of race,
color, national
origin, sex, age, or
disability.



REASONABLE ACCOMMODATION

of persons with disabilities

A School Nutrition Program is *required* to
provide FOOD SUBSTITUTIONS or
MODIFICATIONS if:

A physician's statement is on file that
describes the participant's disability (a
disability as defined in federal
regulations) that prevents the
participant from eating the regularly
offered foods, and...

B. The physician has indicated the
substitutions or modifications
that the participant needs.



Language Assistance

Accommodate people with limited English proficiency (LEP)

Application for Educational Benefits & Household Letter is available in English, Hmong, Khmer-Cambodian, Laotian, Russian, Somali, Spanish, Vietnamese & Arabic.

Notification of Approval/Denial Letter is available in English, Hmong, Khmer-Cambodian, Laotian, Russian, Somali, Spanish & Vietnamese.

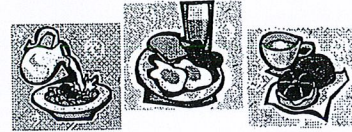
Forms are available on the FNS website;
<http://education.state.mn.us/mde>

Click on Learning Support - Food & Nutrition Service then School Nutrition Programs - *Student Meal Applications* and lastly click on *Applications for Educational Benefits*.

REASONABLE ACCOMMODATION

Situation: A parent complains about the choices provided during breakfast and demands that gluten free products be provided for her child.

What must the school do, and how does this relate to civil rights?



Reasonable Accommodation

Situation: Representatives from an ethnic minority group contact the school and request that ethnic food choices be made available.

Could their request be a civil rights issue?



COMPLAINT PROCEDURES



If a participant has a civil rights complaint in regard to their participation in the School Nutrition Programs, advise them to send the complaint to contact:

USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 (800) 795-3272 or (202) 720-6382 (TTY).

Civil rights complaints may also be sent to the Midwest regional office of USDA at:

Regional Director/EEO, 77 W. Jackson Blvd., FL 20, Chicago, IL 60604-3591 or call (312) 353-3353.

COMPLAINT PROCEDURES



The school is encouraged to discuss the civil rights issue with the person who has filed the complaint in an effort to resolve the problem at the lowest level as expeditiously as possible.

Whether or not the issue is resolved at the school level...a person alleging discrimination has a right to file a complaint within 180 days of the discriminatory action and must be advised of confidentiality.

COMPLAINT PROCEDURES

If questions, contact Minnesota Department of Education, Food & Nutrition Service:

- 651-582-8526 or 800-366-8922

or

- email fns@state.mn.us

COMPLAINT PROCEDURES



In the event the complaint is verbal and the person is not inclined to put the allegation in writing, the person to whom the complaint was made must write up the elements of the complaint on behalf of the complainant.