

# SFSP Administrative Handbook

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## 3. Civil Rights

USDA guidance for Civil Rights can be found in [FNS Instruction 113-1: Civil Rights Compliance and Enforcement – Nutrition Programs and Activities](#).

### Civil Rights Laws

Child Nutrition Programs have always been available to all children on an equal opportunity basis. In 1983 the U.S. Department of Justice issued civil rights compliance requirements for all federal agencies based on the following legislation:

- ◆ Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin
- ◆ Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex
- ◆ Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability
- ◆ Age Discrimination Act of 1975, which prohibits discrimination based on age

### Requirements

Prior to participation in the USDA Child Nutrition Programs, a pre-award compliance review will be conducted by KSDE. As a result of the U.S. Justice Department's requirements, the U.S. Department of Agriculture (USDA) developed policy instructions for the Child Nutrition Programs (CNP). The USDA instructions require each local sponsor to take the following actions:

- ◆ Comply with all rules and regulations governing nondiscrimination in the administration of the CNP.
- ◆ Make CNP information available to the public upon request.
- ◆ Distribute the Announcement of Child Nutrition Programs (<https://cnw.ksde.gov>, KN-CLAIM, Checklist Tab) to major employers contemplating layoffs or to local media when there are major changes in programs.

- ◆ Ensure that all forms of communication and program materials regarding the CNP that are printed for public information, public education or public distribution include the following nondiscrimination statement and procedure for filing a complaint:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**(1) mail**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**(2) fax:**

(833) 256-1665 or (202) 690-7442; or

**(3) email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

- ◆ If the printed material is one page or less and there is not adequate space to permit the full statement to be included, the materials must include at a minimum the following statement, in print no smaller than the text:

This institution is an equal opportunity provider.

- ◆ Display the USDA nondiscrimination poster in offices and at each serving site within view of the participants. The current poster features a green picture of the USDA Building in Washington, D.C. If additional or replacement copies are needed, please contact Child Nutrition & Wellness, KSDE at 785-296-2276.

- ◆ When a complaint of discrimination is received, immediately contact U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Civil rights complaints may be made to federal, state, or local agencies. Any complaint received by KSDE will be forwarded to the USDA Mountain Plains Regional Office in Denver, Colorado.
- ◆ Provide the Civil Rights Complaint Form to any individual wishing to make a complaint of discrimination. If the complaint is made verbally or through a phone conversation, the person accepting the complaint should complete the form. The completed form and any corresponding documents should be forwarded immediately to USDA. USDA will resolve any complaint following established methods and regulations.

Use of the Civil Rights Complaint Form cannot be required for acceptance of a complaint. However, it will assist the local agency, state agency and USDA in determining the course of action to take.

- ◆ When a complaint can be resolved informally, use “Alternative Dispute Resolution” (ADR) techniques which may include fact-finding, mediation, facilitating, or conciliation. One common element in all of the ADR techniques is the presence of a person who acts as the facilitator. This facilitator is a neutral person who works with the parties to help them develop an agreeable resolution to their problem.

### **Ethnic & Racial Classifications**

#### **Ethnicity:**

**H = *Hispanic or Latino*.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”

**N = *Not Hispanic or Latino*.**

#### **Race:**

**W = *White*.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**B = *Black or African American*.** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to ‘Black or African American.’

**I = *American Indian or Alaskan Native*.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**A = *Asian*.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**P = *Native Hawaiian or Other Pacific Islander*.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- ◆ Determine the number of potential eligible beneficiaries by ethnic/racial category for each proposed site and record on the Site Application.
- ◆ Use the Request for Information on Eligibility for Child Nutrition Program Benefits and Policy on Confidentiality (SFSP, Administrative Handbook, Chapter 3 Related Forms) when requesting to share eligibility information with other Child Nutrition Sponsors.
- ◆ Use the Civil Rights Complaint (SFSP, Administrative Handbook, Chapter 3 Related Forms) to record a complaint of discrimination.
- ◆ Maintain this data on file for a period of three years after the last claim has been filed.
- ◆ Establish procedures that effectively restrict record access to only personnel authorized to access records.
- ◆ Make information about program requirements and the procedure for filing a complaint available to non-English speaking persons in their language.
- ◆ USDA translations in Spanish and many additional languages may be downloaded from: <https://www.fns.usda.gov/cn/translated-applications>. If using USDA's translations, also download their English version so that the determining official can more readily interpret the information provided by applicants.
- ◆ On a case-by-case basis, a child with disabilities shall be provided substitutions in foods at no extra charge only when supported by a statement signed by a medical authority that is authorized by Kansas state law to write medical prescriptions: licensed physician (MD or DO) or a physician's assistant (PA) or an Advanced Practice Registered Nurse (APRN) authorized by their responsible licensed physician. The supporting statement shall identify:
  - The child's disability and an indication of why the disability restricts the child's diet
  - The major life activity affected by the disability
  - The food or foods to be omitted from the child's diet and the food or foods that must be substituted

Sponsors must make every effort to obtain food substitutions prescribed by the medical authority. For further information concerning providing special diets for students with disabilities, contact your area child nutrition consultant.

For additional information about supporting children with special dietary needs and for a prototype Medical Statement to Request Meal Modification, see Chapter 19 in Food Service Facts at <https://cnw.ksde.gov>, School Nutrition Programs.

Sponsors are required to:

- ◆ Attend SFSP training conducted by KSDE staff. The current training schedule is available at <https://cnw.ksde.gov>, CNW Calendar. Recorded trainings are also available on the KSDE Training Portal at <https://learning.ksde.org>.
- ◆ Provide training as needed for all staff and volunteers including **Civil Rights Training for Front-line Staff** and their supervisors prior to opening each site.

- ◆ At a minimum, these employees should review the information in this chapter, complete the online class *Civil Rights Compliance in Child Nutrition Programs* on the KSDE Training Portal at <https://learning.ksde.org>, or review A Quick Guide to Civil Rights Annual “Front Line Staff” Training.
- ◆ Cooperate with the civil rights compliance review conducted by Child Nutrition & Wellness, KSDE. This review will establish whether or not the sponsor has met all the obligations for administering the programs with equal access. The compliance review will be a part of the management evaluation process during Administrative Reviews (AR) conducted by the KSDE child nutrition consultant.

### **Separation by Gender**

**Q** *Can children be separated by gender in seating areas?*

No. Separation by gender is not allowed.

