

## A Quick Guide to Civil Rights

**To ensure equal access to Child Nutrition Programs, program sponsors MUST:**

**Inform parents/guardians and the public how to apply for the program and how to file a civil rights complaint.**

- Place the “And Justice for all” poster where it can easily be seen.
- Use the non-discrimination statement on all materials and web sites that mention the program.
- Notify parents/participants in writing about the right to file a complaint of discrimination.
- Train staff associated yearly on civil rights requirements.

**Identify and accommodate language needs.**

- Find out what languages are spoken in the area served.
- Make sure everyone knows what to do when a non-English parent/guardian needs help in completing an application for free or reduced-price meals.
- Provide translated materials if there are many people who speak other languages.
- Program sponsors are responsible for providing interpreters

**Accommodate children with medical or dietary disabilities.**

- Ensure that procedures are in place to accommodate children with a documented disability; program sponsors should work in partnership with the parent/guardian.
- Provide an alternative meal according to the physician’s requirements
- Record the accommodations made on the production record

**Collect data on race and ethnicity.**

- Provide an explanation to parents/guardians that collecting the data is required by law; it will not affect their eligibility and will help to prevent discrimination.
- Provide the opportunity for parents to self-identify their child’s race and ethnicity if the information is collected via the application for free or reduced-price meals.
- If the parent declines to record the information, the person taking the application must do so.

**Resolve issues quickly if a student/guardian/parent states he/she has been treated differently because of race, color, national origin, age, sex or disability.**

- Ensure all participants know the Civil Rights / ADA contact at the program sponsor.
- Refer the complaint to the address and telephone numbers provided on the ‘And Justice for All’ poster.
- Record the complaint in writing and forward to the State Agency.

For more information, contact the Utah State Office of Education, Child Nutrition Programs at 801-538-7680

