

CIVIL RIGHTS COMPLIANCE

School Name _____

School Year _____

The U.S. Department of Agriculture regulations outline each school's responsibility regarding Civil Rights Compliance in the school nutrition programs. The following checklist furnishes a quick overview of requirements.

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| 1. | Does the letter to parents include: | YES | NO |
| | a. The required nondiscrimination statement? | _____ | _____ |
| | b. Where a complaint may be filed? | _____ | _____ |
| 2. | Have any complaints of discrimination (written or verbal) been received this school year?
If so , were they forwarded to the Child Nutrition Program Office at the Department of Education? | _____ | _____ |
| 3. | Is the nondiscrimination poster displayed in a prominent place in each school? | _____ | _____ |
| 4. | Is program information made available to the public? (Public Announcement) | _____ | _____ |
| 5. | Is there a need for program materials to be printed in a language other than English? | _____ | _____ |

6. Complete the following chart.*

	<u>Number Approved for Free/Reduced Price Meals</u>	<u>Number Denied</u>
American Indian or Alaskan Native	_____	_____
Asian or Pacific Islander	_____	_____
Black (not of Hispanic origin)	_____	_____
Hispanic	_____	_____
White (not of Hispanic origin)	_____	_____
Total Students	_____	_____

*If precise numbers cannot be obtained, an estimate by a school official should be used. This form should be duplicated and completed each year. The completed form will be reviewed during the course of an administrative review.