

## Civil Rights Compliance Form

The United States Department of Agriculture (USDA) outlines the responsibility of each School Food Authority (SFA) in regard to Civil Rights Compliance. The following form provides an overview of Civil Rights requirements in accordance with USDA FNS Instruction 113-1. **Please complete this form annually by December 15th and maintain on file for program review purposes.** Please note, the information gathered in this form is confidential and should only be made available to authorized State and Federal personnel.

LEA Name	CTD Number	Date of Completion
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**Yes No N/A**

1. Is the complete nondiscrimination statement included on the parent letter and all other printed material?
2. Have any complaints of discrimination (written or verbal) been received this school year?
  - a. If Yes, have they been acted upon according to the SFA's written procedures?
3. Is the *And Justice for All* poster displayed in a prominent location visible to all students in each school?
4. Is program information made available to major employers contemplating layoffs?
5. Is there a need for program materials to be printed in a language other than English?
  - a. If Yes, has this been done?
6. Do admission procedures restrict enrollment by minority persons?
7. Are disabled students (including those with dietary needs) provided program benefits as appropriate?

Using the racial/ethnic information from the household applications for free and reduced price meals, complete the data charts below. For SFAs that are not required to collect household applications, enrollment information may be used.

**Note:** The total percentages should equal 100 percent (100%).

<b>Total Enrolled Students:</b>				
ETHNICITY			Number	Percentage
<b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."				
<b>Not Hispanic or Latino:</b> A person who does not meet the description above.				
			<b>Total Percentage:</b>	

**Please note, all students listed in the *Ethnicity* data chart above must also be included in the *Race* data chart shown below.**

RACE	Number	Percentage
<b>American Indian or Alaskan Native:</b> A person having origins in the original peoples of North, Central, or South America, and who maintains cultural identification through tribal affiliation or community recognition.		
<b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.		
<b>Black or African American:</b> A person having origin in any of the black racial groups of Africa. Terms such as <i>Haitian</i> , or <i>Negro</i> can be used in addition to <i>Black</i> or <i>African American</i> .		
<b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.		
<b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.		
<b>Persons reporting two or more races</b>		
	<b>Total Percentage:</b>	

This institution is an equal opportunity provider.

