Civil Rights Compliance

_____	_____	_____
Sponsor Name	**CTD#**	**Date of Completion**

The United States Department of Agriculture (USDA) regulations outline each School Food Authorities (SFA) responsibility regarding civil rights compliance in the Child Nutrition Programs (CNP). The following checklist furnishes an overview of these requirements. **Please complete this form each year by December 15th and retain for program audit/review.**

	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?	_____	_____	
3. If "yes" to number 2, have they been acted upon according to the sponsor's written procedures?	_____	_____	_____
4. Is the nondiscrimination poster displayed at the Point of Service (POS) in each school?	_____	_____	
5. Is program information made available to major employers contemplating layoffs?	_____	_____	_____
6. Are program materials printed in a language other than English, if needed?	_____	_____	_____
7. Do admission procedures restrict enrollment by minority persons?	_____	_____	
8. Are disabled students including those with special dietary needs, provided program benefits as appropriate?	_____	_____	

9. Complete the following chart for the district/school. This information should be compiled from the applications for free and reduced priced meals, as completed by households. For institutions not required to collect applications, enrollment information may be used.

*Race alone not Hispanic or Latino	**Number Approved for Free/Reduced-Price Meals**	**Number Denied for Free/Reduced-Price Meals**
American Indian/Alaska Native*	_____	_____
Asian*	_____	_____
Black/African American*	_____	_____
Hispanic/Latino*	_____	_____
Native Hawaiian/Pacific Islander*	_____	_____
White*	_____	_____
Some Other Race(s)*	_____	_____
Total Students	_____	_____