

Family Day Care Home Renewal Training Civil Rights

FY 2013



Objectives

- ◉ Notification Requirements
- ◉ Sponsor's Responsibilities
- ◉ Provider's Responsibilities
- ◉ Filing a Complaint
- ◉ Limited English Proficiency
- ◉ Religious Organizations
- ◉ Available Resources



Civil Rights Requirements

- ◎ Effective Notification System
 - > Program Availability
 - > Complaint Information
 - > Non-discrimination Statement
 - > “And Justice For All” Poster



Approved Non-Discrimination Statements

- This institution is an equal opportunity provider.

OR

- In Accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint on discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C., 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



Civil Rights – Sponsor's Responsibilities

- ◎ CACFP Prohibited basis:
 - > Race
 - > Color
 - > National Origin
 - > Age
 - > Sex
 - > Disability



Civil Rights Requirements

- ◎ Complaint and Compliance
 - Complaint Procedures
 - Federal, State & Local Compliance
 - Pre-Award Compliance Review



Civil Rights – Provider's Responsibility

- ⦿ Required Notifications:
 - > Right to file a complaint
 - > Complaint procedures
 - > Non-discrimination statement
- ⦿ "Building for the Future" flier



Civil Rights – Complaints of Discrimination

- ◎ Complaints of discrimination should contain :
 - Complainant Contact Info
 - Name of entity that led to complaint
 - Nature of the incident
 - Basis of discrimination
 - Contact info of person who may have knowledge of the discriminatory action
 - The date(s) and duration the alleged discriminatory actions occurred



Civil Rights – Training Requirements

- Annual provider training
- Annual key staff training
- Maintain documentation of your civil rights trainings



Civil Rights Requirements

- Limited English Proficiency (LEP)
 - > Proportion
 - > Frequency
 - > Importance
 - > Resources

For more information on LEP go to: www.lep.gov



Civil Rights Requirements

- ◎ Religious Organizations
 - > Equal Opportunity
 - > Independence
 - > Facilities
 - > Discrimination

For further information go to: www.fbcj.gov



Further Civil Rights Information

- ADE website:

<http://www.azed.gov/health-nutrition/civil-rights/>

- FNS: <http://www.fns.usda.gov/cr/>

