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Civil Rights Compliance Worksheet – School/Site

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| --- | --- |
| **School/Site Name:** | **Date:** |

The U.S. Department of Agriculture (USDA) regulations outline each school’s responsibility regarding civil rights compliance in the school nutrition programs. The following checklist furnishes a quick overview of requirements.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. **Does the parent letter include:**
 |  |  |
| 1. **The required non-discrimination statement?**
 |  |  |
| 1. **Where a complaint may be filed?**
 |  |  |
| 1. **Have any complaints of discrimination (written or verbal) been received this school year?**
 |  |  |
| 1. **Is the non-discrimination poster displayed in each school in a prominent place visible by the students?**
 |  |  |
| 1. **Is program information made available to the public?**
 |  |  |
| 1. **Was a public announcement made?**
 |  |  |
| 1. **Is there a need for program materials to be printed in a language other than English?**
 |  |  |
| 1. **Is there a written complaint process in the school district?**
 |  |  |

NOTE: This worksheet should be completed for each school. The district may choose to use this form or develop another form that is better suited to the needs of the district.