NC Department of Public Instruction | Child Nutrition Services

Civil Rights Compliance Worksheet

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| --- | --- | --- |
| Name of SFA | Child Nutrition Administrator | Date Completed |

The United States Department of Agriculture (USDA) regulations prescribe 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 materials?
 |  |  |  |
| 1. Have any complaints of discrimination (written or verbal) been received this school year?
 |  |  |  |
| 1. If “yes” to number 2, have they been acted upon according to the sponsor’s written procedures?
 |  |  |  |
| 1. Is the nondiscrimination poster displayed at the Point of Service (POS) in each school?
 |  |  |  |
| 1. Is program information made available to major employers contemplating layoffs?
 |  |  |  |
| 1. Are program materials printed in a language other than English, if needed?
 |  |  |  |
| 1. Do admission procedures restrict enrollment by minority persons?
 |  |  |  |
| 1. Are disabled students including those with special dietary needs, provided program benefits as appropriate?
 |  |  |  |

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. (Note: Since it is optional for households to provide this information, data may not be available to complete the section below. Estimates of the number of approved and/or denied applications are acceptable.)

|  |  |  |
| --- | --- | --- |
|  | Number Approved for Free/Reduced-Price Meals | Number Denied for Free/Reduced-Price Meals |
| **ETHNICITY** (Choose one ethnicity) |
| Hispanic or Latino |  |  |
| Not Hispanic or Latino |  |  |
| **RACE** (Choose one or more regardless of ethnicity) |
| Asian |  |  |
| American Indian or Alaska Native |  |  |
| Black /African American |  |  |
| White |  |  |
| Native Hawaiian or other Pacific Islander |  |  |
| **Total Students** |  |  |