**Civil Rights Compliance**

**Post-Award Review**

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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. Consultant should complete this form within 120 days of the first day of operation.

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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? |  |  |  |
| 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. | | | |

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| --- | --- | --- |
| **Ethnic/Racial Data** | **Number Approved for Free/Reduced-Price Meals** | **Number Denied for Free/Reduced-Price Meals** |
| **Ethnic Identity** |  |  |
| Hispanic or Latino |  |  |
| Not Hispanic or Latino |  |  |
| **Racial Identity** |  |  |
| Asian |  |  |
| American Indian or Alaska Native |  |  |
| Black or African American |  |  |
| Native Hawaiian or Pacific Islander |  |  |
| White |  |  |