North Carolina Department of Public Instruction

Child Nutrition Services

Civil Rights Pre-Award Compliance Checklist

for new School Food Authorities (SFAs) applying to administer Federally-funded

Child Nutrition Programs

Please submit the following information with your Application/Agreement to administer the Child Nutrition Program(s). The SFA will not be approved to administer these programs until this information is received and the SFA receives final approval from the NC Department of Public Instruction.

1**.** SFA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_

 SFA Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please indicate the number of students enrolled in the school/institution from each racial/ethnic group shown below. Also, indicate the enrolled percentage by dividing the number of enrolled students in each group by the total number of students enrolled. Finally, indicate the approximate racial/ethnic composition in the geographic area served by the school/institution.

**Ethnic/Racial Data**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ENROLLED** | **ENROLLED %** | **SERVICE AREA%** |
| **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 |  |  |  |

3. Are membership requirements a prerequisite for admission in the SFA? If yes, please

 describe: \_\_\_\_\_ Yes \_\_\_\_\_ No

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. List names of other Federal agencies which provide assistance to the school/institution:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. Has the SFA ever been found to be in noncompliance of Civil Rights regulations by any of the Federal Agencies listed in question 4? \_\_\_ Yes \_\_\_ No If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School Food Authorities (SFAs) participating in the Child Nutrition Programs are required to use the following items to publicize the Program’s availability and nondiscrimination requirements:

* Free and Reduced-Price Policy Statements
* Letter to Parents
* Public/Media Release (Publicized by NC Department of Public Instruction)
* Other materials used to publicize the program’s availability and nondiscrimination requirements

My signature below indicates the information provided on this checklist is current and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of Child Nutrition Regional Consultant) (Date)

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved (If disapproved, attach a statement of justification.)