

# Civil Rights Compliance Checklist

All School Food Authorities (SFAs) that participate in the USDA Child Nutrition Programs must comply with Federal civil rights requirements and regulations. These regulations are intended to ensure that the benefits of the Child Nutrition programs are made available to all eligible people in a nondiscriminatory manner. This Civil Rights Compliance Checklist is intended to assist SFAs with meeting all civil rights requirements and replaces the previous PI-1441. More information on civil rights requirements is located on the [Civil Rights](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights) webpage (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights). This document is for SFA use only and should be completed annually. **Do not submit** to the Department of Public Instruction (DPI).

## Civil Rights Training

- Civil Rights training has been completed at the beginning of the school year by all school nutrition staff and any other school staff with school food service responsibilities. Maintain documentation of the training and an attendance record of participants on file.

## Nondiscrimination Statement

- The current non-discrimination statement (2022) for the USDA Child Nutrition Programs is on all program materials, the main school nutrition website, policies, and other resources used to inform the public about the programs.
- Private SFAs that claim a Title IX religious exemption use the 2015 version of the nondiscrimination statement on all program materials.

## And Justice for All Poster

- The 2019 or 2022 version of the nondiscrimination statement “And Justice for All” poster is displayed in all schools in the SFA in a prominent place, visible to and readable by recipients near the serving area.
- Private SFAs that claim a Title IX religious exemption use the 2019 version of the poster.

## Public Notification

- The Public Release was distributed to a variety of community organizations at the beginning of the school year including at a minimum:
  - Local news media
  - Grassroots organizations
  - The local unemployment office
  - Other: \_\_\_\_\_

## Complaints of Discrimination

- The SFA has procedures in place for receiving and forwarding complaints alleging civil rights discrimination specifically for the USDA Child Nutrition Programs. A DPI template policy is available. Procedure name/number/link: \_\_\_\_\_
- A separate civil rights complaint log is available to record any discriminations complaints received. This log should be maintained confidentially and only available to the SFA staff members who have legitimate need to know. A DPI template complaint log is available.

## Limited English Proficiency

- Is there a need for program materials to be available in a language other than English?
  - If yes, what languages are needed and has it been done? \_\_\_\_\_

## Special Dietary Needs

- SFA has procedures in place to inform parents and guardians how to request a meal modification and their right to file a grievance. A DPI template policy is available.
- Documentation from a state authorized medical authority is on file in the food service department, for each student with a disability requiring a special dietary meal modification.

## Racial and Ethnic Data Collection

- The SFA has a process for annually collecting racial and ethnic data for eligible populations, applicants, and participants enrolled in your SFA. This data is used to determine how effectively your program is reaching potentially eligible children and if outreach may be needed.
- Procedures ensure that racial/ethnic data is only made available to authorized personnel.
- Complete the chart below using data from the Student Information System and Free and Reduced-Price Meal Applications.
- Based on your student population, are denied free/reduced price meals applicants disproportionately composed of minority applicants? Yes/No
  - If yes, provide a reasonable explanation or modify practices.

Race and Ethnicity Categories	Total District Enrollment by Race and Ethnicity	Number of students that applied and <u>were</u> approved for free/reduced price meals	Number of students that applied and <u>were not</u> approved for free/reduced price meals
Hispanic/Latino <i>of any race</i>			
American Indian/Alaska Native			
Asian			
Black/African American			
Native Hawaiian or Pacific Islander			
White			
Two or More Races			
<b>TOTAL</b>			

### Title IX (Applicable to Public and Private SFAs)

- How many school staff are employed by the SFA? \_\_\_\_\_
- If the SFA employs more than 15 staff persons:
  - Who is the designated staff person that coordinates Title IX (sex nondiscrimination) and gender equitable school compliance? \_\_\_\_\_
  - Who is the designated staff person to coordinate Section 504 (disability) compliance?  
\_\_\_\_\_



This institution is an equal opportunity provider.