

Civil Rights Training

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity.
- Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice or TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
- There are three types of discrimination:
 - Disparate Treatment: This is intentional discrimination against someone.
 - Disparate Impact: This is when actions cause unintentional negative results for a protected class.
 - Reprisal/Retaliation: This is an intentional act against someone who opposes discriminatory practices, makes a complaint, or assists in a complaint investigation.
- The goals of Civil Rights are to:
 - Ensure equal and consistent treatment for all applicants and participants.
 - Provide knowledge of program participants' rights and responsibilities.
 - Eliminate illegal barriers that prevent or deter people from receiving benefits.
 - Promote dignity and respect for everyone.
- Racial and Ethnic data must be recorded and collected annually for CACFP purposes. Parent should complete the racial and ethnic data located at the bottom of the Child Registration Letter. If a parent does not complete this section, the site Director should complete it to the best of their ability. Consultants may also ask for Racial/Ethnic data at a review, to complete the Child Roster.
- The USDA non-discrimination statement must be included on all outreach materials that mention the CACFP, including printed materials and websites. The shortened version may be used when the long version will not fit.
- The USDA "And Justice for All..." poster must be displayed in the center where it can easily be seen by all who visit the premises.
- Anyone has the right to file a Civil Rights complaint. If a participant asks to file a Civil Rights complaint, refer them to the information provided on the "And Justice for All..." poster. OR
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and

at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: 202- 690-7442; or (3) email: program.intake@usda.gov.

- All staff and volunteers who interact with participants need to be aware of Civil Rights requirements and how to direct someone with a complaint to the available information on the “And Justice for All...” poster.
- Treat everyone with dignity and respect and make people feel welcomed. Make sure all participants receive equal treatment and service.

Site Director: _____

Date: _____

I understand the above requirements for USDA regulations on the Child Care Food Program.

Signature: _____

Consultant: _____

Date: _____

Mid Michigan Child Care Centers, Inc. • Mid Michigan Child Care Food Program
P.O. Box 610 • Freeland, MI 48623 • 989-695-2683 • 1-800-PIC-FOOD (742-3663)

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** program.intake@usda.gov

This institution is an equal opportunity provider