

**WYOMING DEPARTMENT OF
EDUCATION
NUTRITION PROGRAMS SECTION**

**Civil Rights
and
Complaint Procedures
for Child Nutrition Programs**

August 2013

This document is intended to relay the requirements for Federal Civil Rights compliance in the nutrition programs as provided in the Food and Nutrition Services (FNS) Instruction 113-1, issued by the United States Department of Agriculture (USDA).

APPLICABILITY

The requirements contained in this document are applicable to all programs and activities of a recipient of Federal financial assistance for the Child Nutrition Programs, whether those programs and activities are federally funded in whole or in part (FNS Instruction 113-1, page 3).

ASSURANCE

A contractual agreement (i.e., Federal/State Agency Agreement or a State Agency/Local Agency Agreement) in which a State agency, local agency, or other sub-recipient legally agrees to administer FNS program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery (FNS Instruction 113-1, page 4(C)).

POLICY

Sponsors shall administer the Child Nutrition Programs in accordance with Civil Rights laws. The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because of or because all or part of an individual's income is derived from any public assistance program. Information on how to file a complaint is on page seven of this document. **(Not all prohibited basis apply to all programs.)** FNS Instruction 113-1, page 2.

What constitutes Civil Rights compliance in the child nutrition programs?

- I. Determine what position at the SFA will serve as the Civil Rights Coordinator whose duties include:
 - Providing training and implementing procedures to determine and process Civil Rights complaints. FNS Instruction 113-1, page 16(XI).
 - Notifying the public, participants, and potential participants, upon request, of information about program requirements and the procedures for filing a complaint in English and/or in the appropriate language of non-English speaking persons. FNS Instruction 113-1, page 13(IX).
 - Developing a method to collect racial and ethnic data. It may be permissible to use visual identification, personal knowledge, or voluntary self-identification by an applicant to obtain racial and ethnic data. However, self-identification or self-reporting is the preferred method of obtaining characteristic data. FNS Instruction 113-1, page 17(XII)(A).

- Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet. *Accommodating Children With Special Dietary Needs in the School Nutrition Programs* page 5(II)(A).
- Ensuring that the most current version of the federal nondiscrimination statement is placed in a prominent location on all informational releases, publications, and posters concerning nutrition program activities. FNS Instruction 113-1, page 14(d). The current nondiscrimination statement is:

. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

If the document is no more than one page **and** there is no room to print the full nondiscrimination statement, agencies may use the following short version that must be the same print size as the rest of the text: **“This institution is an equal opportunity provider.”** FNS Instruction 113-1, page 15(IX)(d)(2).

- II. Ensuring that the Civil Rights Coordinator has documentation that the following steps have been implemented:
- Nutrition Programs Civil Rights posters are displayed in areas visible to program recipients such as the food service area and sponsor's office (except in family day care homes). FNS Instruction 113-1, page 15(B)(1).
 - The federal nondiscrimination statement described above is included on all program materials that are made available to the public. Menus are excluded from this requirement. FNS Instruction 113-1, page 13(IX)(A)(3) and page 15(IX)(B)(4).
 - A public release announcing the availability of the nutrition programs and/or changes in the programs is sent to public media and community/grass roots organizations. FNS Instruction 113-1, page 15(IX)(B)(2).
 - An appropriate language translation is available when a significant number of

persons in the population speak only a non-English language. FNS Instruction 113-1, pages 9 and 10(VII).

- A system is in place to handle and process complaints alleging discrimination. FNS Instruction 113-1, page 32(XVII)(B).
- Admission [enrollment] procedures do not restrict enrollment of minority persons or persons with disabilities. FNS Instruction 113-1, page 1(II)(B) and (D), Americans with Disabilities Act 28 *CFR* Part 35, Title II, Subtitle A, and FNS Instruction 113-1, page 1(II)(A).
- A system is in place that prevents staff from incorrectly denying applications of minority and persons with disabilities. FNS Instruction 113-1, page 1(II)(B) and (D), Americans with Disabilities Act 28 *CFR* Part 35, Title II, Subtitle D, and FNS Instruction 113-1, page 1(I)(A)
- Participants with disabilities have equal access to all programs. FNS Instruction 113-1, page 1(II)(B) and (D), Americans with Disabilities Act 28 *CFR* Part 35, Title II, Subtitle A.

PUBLIC NOTIFICATION

All FNS assistance programs must include a public notification system. The purpose of this system is to inform applicants, participants, and potentially eligible persons of the program's availability, program rights and responsibilities, the policy of nondiscrimination, and the procedure for filing a complaint. FNS Instruction 113-1, page 13(IX).

What is a grass roots effort and/or public notification?

Sponsors are required to notify their local community that they offer a nutrition program. This form of promotion is known as a "grass roots effort." The grass roots effort is accomplished by implementing a **public notification system** that encourages participation by potentially eligible sponsors and sites and informs potential beneficiaries (particularly those in underserved populations), of the availability of the child nutrition programs. The **public notification system** can be a system that involves Internet, newspaper articles, radio/TV announcements, flyers, or any other vehicle of communication deemed necessary to reach the intended recipients. FNS Instruction 113-1, page 15(IX)(B)(2).

What is a Grass Roots Organization?

A grass roots organization is any organization at the local level that interacts directly with eligible or potentially eligible participants or beneficiaries, such as an advocacy organization, community action program, civic organization, migrant group, religious organization, neighborhood council, or other similar group. FNS Instruction 113-1, page 5(V)(P).

What racial and ethnic categories are protected in child and adult nutrition programs?

Under the 2009-2010 Civil Rights policy for child nutrition programs, there is now a Two-Question format for collecting racial and ethnic data from all program applicants and participants. Separate categories shall be used when collecting and reporting ethnicity and race. Ethnicity shall be collected first, and then respondents shall be offered the option of selecting one or more racial designations. Recommended instructions accompanying the multiple responses for race should specify "Mark one or more" or "Select one or more." FNS Instruction 113-1, page 18 (XII)(A)(4).

The minimum designations for ethnic and racial data collection are as follows:

Ethnicity: FNS Instruction 113-1, page 18(XII)(A)(4)(a)

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino."
- **Not Hispanic or Latino.**

Race: FNS Instruction 113-1, page 18(XII)(A)(4)(b)

- **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

What constitutes discriminatory behavior?

The following are general examples of prohibited discriminatory behavior: FNS Instruction 113-1, page 24(XIV)(A)(1-4):

- Denying an individual or household the opportunity to apply for FNS program benefits or services on the basis of race, color, national origin, sex, or disability. The Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Program on Indian Reservations (FDPIR) also prohibit discrimination on the basis of religion and political beliefs.
- Providing FNS program services or benefits in a different manner on the basis of race, color, national origin, age, sex, or disability, unless the difference is necessary to comply with nondiscrimination requirements, such as disability accommodations. The SNAP and FDPIR also prohibit discrimination on the basis of religion and political beliefs.
- Selecting members for planning and advisory bodies in such a way as to exclude persons from membership on the basis of race, color, national origin, age, sex, or disability. The SNAP and FDPIR also prohibit discrimination on the basis of religion and political beliefs.
- Selecting FNS program sites or facilities in a manner that denies an individual access to FNS program benefits, assistance, or services on the basis of race, color, national origin, age, sex, or disability. The SNAP and FDPIR also prohibit discrimination on the basis of religion and political beliefs.

In order to meet federal civil rights requirements for child nutrition programs, the Nutrition Services Division recommends that the Civil Rights Coordinator maintain a Complaint Log and work with the appropriate people to resolve the complaint.

The complaint log should include (at a minimum) the following information:

- The name, address, and telephone number or other means of contacting the complainant
- The specific location and name of the entity delivering benefits
- The nature of the complaint or action that led to the charges being filed

If the nature of the complaint appears discriminatory, the NSD recommends that the Civil Rights Coordinator collect the following information:

- The basis on which the complainant feels that discrimination occurred. In order to be considered a discrimination complaint, the complainant must feel discriminated against based on one or more of the protected classes
- The names, titles, and if known, addresses of persons who may have knowledge of the discriminatory action or situation
- The date(s) that the alleged discrimination occurred, or the duration of such action

WHERE TO FILE A COMPLAINT

To file a program or civil rights complaint, contact one of the following agencies listed below:

Nutrition Programs Supervisor
Wyoming Department of Education
Nutrition Section
2300 Capitol Ave. Hathaway Building 2nd Floor
Cheyenne, Wyoming 82002
307-777-6263

Or

Office of Civil Rights
USDA, Mountain Plains Regional Office
Food and Nutrition Service
1244 Speer Boulevard
Denver, Colorado 80204-3585
303-844-0312

Or

U.S. Department of Agriculture, Director Office of Adjudication
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

By fax: (202) 690-7442 or email at program.intake@usda.gov or call 866-632-9992 to request a form. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 **or** 800-845-6136 (Spanish)

Note: All complaints of discrimination will be investigated and processed by the USDA. The Nutrition Programs Section will log your complaint, refer it to the appropriate person and track it through resolution. The Nutrition Programs Section reserves the right to conduct unannounced site visits to determine the validity of all allegations.

KEY OF COMPLAINT TERMINOLOGY

<i>Complainant</i>	Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a complaint.
<i>Complaint</i>	A written or verbal statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.
<i>Complaint Coordinator</i>	A staff member who is responsible for tracking all program complaints until resolution. The Nutrition Programs Section Complaint Coordinator can be reached at 307-777-6263.
<i>Discrimination</i>	The act of making a distinction in favor or against a person intentionally or unintentionally with policies, procedures, attitudes, and practices that denies equal access, or limits services and benefits to those who are eligible.
<i>Discrimination Complaint</i>	A complaint alleging discrimination based on race, color, national origin, sex, age, or disability.
<i>Program Complaint</i>	A complaint alleging violation of federal or state laws or regulations concerning the programs.