

April 2014

National School Lunch, School Breakfast,  
and Special Milk Programs

# Civil Rights



Illinois State Board of Education  
Nutrition Programs

## SUMMARY OF CIVIL RIGHTS REQUIREMENTS

This brochure notifies participants of the National School Lunch, School Breakfast, and Special Milk Programs of program policies regarding civil rights and provides guidance on nondiscrimination in the administration of this program. This brochure outlines specific responsibilities, requirements, and procedures for federally-assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Any questions regarding the civil rights requirement of the National School Lunch, School Breakfast, and Special Milk Programs should be directed to the Illinois State Board of Education, Nutrition Programs, 100 North First Street, W-270, Springfield, Illinois 62777-0001, 800.545.7892.

## SCHOOL FOOD AUTHORITY RESPONSIBILITIES

### DATA COLLECTION

- **Collect and maintain racial/ethnic participation documentation.** *The preferred method of collecting this data is through voluntary self-identification by applicants on the free and reduced-price application forms or alternatively the information could be gathered by staff observation or other school documents.*
- **Collect and maintain data regarding the target population by racial/ethnic category.** *This information is available by county on your approval letter each year or the data could be gathered through the fall housing report, census data, and/or demographic maps.*
- **Maintain all program information for three years plus the current year and ensure the data is available only to authorized personnel.**

### PROGRAM OPERATIONS

- **Admission procedures should not restrict enrollment of minority persons.**
- **Program operations should not discriminate against participants based on race, color, national origin, sex, age, or disability.** *Examples include seating arrangements, serving lines, services and facilities, assignment of eating period, and selection of applications for verification.*

**Denied free and reduced-price applications should not be disproportionately composed of minority groups.**

### PUBLIC NOTIFICATION

- **Display in a prominent place a U.S. Department of Agriculture (USDA) *And Justice for All* poster containing the nondiscrimination statement and the federal procedure for filing a complaint.** *Posters may be obtained by contacting Nutrition Programs, Illinois State Board of Education at 800.545.7892 or emailing [cnp@isbe.net](mailto:cnp@isbe.net).*
- **The following nondiscrimination statement and complaint procedures**

**are required on all printed school nutrition program informational materials:**

"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](http://www.ascr.usda.gov/complaint_filing_cust.html), or at the 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](mailto: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."

*Examples of printed program informational materials include free and reduced-price meal notification letters and public releases.*

- **Provide information in the appropriate translation concerning the availability and nutritional benefits of the school nutrition program, as needed.** *This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials in appropriate languages.*
- **Develop and implement a procedure to process civil rights complaints.** *If persons 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](http://www.ascr.usda.gov/complaint_filing_cust.html), or at the 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](mailto: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).*

### TRAINING

**Training is required on an annual basis for front line staff.**

*Training materials include this brochure and a PowerPoint presentation on our website at [www.isbe.net/nutrition/htmls/civil\\_rights.htm](http://www.isbe.net/nutrition/htmls/civil_rights.htm).*