



COLORADO

Department of Public
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

*** CDPHE-CACFP PROCEDURE MEMO CENTERS #16-01***

*** CDPHE-CACFP PROCEDURE MEMO FDCH #16-01***

*** CDPHE-CACFP PROCEDURE MEMO ADC #16-01 ***

DATE: October 9, 2015
MEMO CODE: CENTERS #16-01, FDCH #16-01, ADC #16-01
SUBJECT: Guidance on the appropriate use of the USDA full and short nondiscrimination statements and the annual Civil Rights training requirements
TO: Child and Adult Care Food Program institution representatives

This memorandum provides clarification received from the United States Department of Agriculture (USDA) about the appropriate use of the USDA full and short nondiscrimination statements as listed in the Mountain Plains Regional Office Special Nutrition Programs Guidance for FNS Civil Rights Instruction 113-1.

The USDA nondiscrimination statement and the procedures for filing a complaint must be included in all informational CACFP materials disseminated to the public.

At a minimum, include the full nondiscrimination statement in the following:

- Application form(s);
- Notification of eligibility or ineligibility;
- Institution website; and
- Public information materials including media.

USDA full nondiscrimination statement:

The U.S. Department of Agriculture (USDA) 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 atprogram.intake@usda.gov.



Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

If the material is too small to permit the use of the full statement (e.g., brochures, menus, flyers and other materials less than one page in length), the short statement, printed below, may be used.

“USDA is an equal opportunity provider and employer.”

Please select the appropriate statement to include on all CACFP written materials disseminated to the public.

Annual Civil Rights training requirements

The United States Department of Agriculture-Food and Nutrition Service (USDA-FNS) *MPRO Special Nutrition Programs Guidance for FNS Civil Rights Instruction 113-1*, revised November 8, 2005 provides guidance to State agencies regarding the annual training requirements for institutions and their staff.

In accordance with the USDA-FNS Civil Rights Instruction 113-1, the CDPHE-CACFP is responsible for training institutions that hold an agreement with the CDPHE-CACFP. Institutions are required to provide annual Civil Rights training to affiliated and unaffiliated sites and their staff with CACFP responsibilities and who interact with applicants and participants.

Annual Civil Rights training offered must include but is not limited to:

- Collection and use of race and ethnic data;
- Public notification systems, which include the prominent display of the *And Justice for All* poster;
- Procedures to submit a discrimination complaint;
- Compliance with Civil Rights requirements;
- Resolution of noncompliance with Civil Rights;
- Requirements for reasonable accommodation of persons with disabilities;
- Requirements for language assistance;
- Conflict resolution; and
- Customer service.

Civil Rights materials and training resources are available on the CDPHE-CACFP website: <https://www.colorado.gov/cdphe/cacfp-materials-and-forms>.

Please contact the CDPHE-CACFP office at (303) 692-2330 for questions or more information.

