



Civil Rights Compliance for School Food Authorities

The United States Department of Agriculture (USDA) outlines the responsibility of each School Food Authority (SFA) regarding Civil Rights Compliance. The following form collects information necessary to assess compliance with Civil Rights requirements in accordance with USDA FNS Instruction 113-1. **Please complete this form annually by December 15th and maintain on file for program review purposes.** Please note that the information gathered in this form is confidential and should only be made available to authorized State and Federal personnel.

LEA Name:	CTD Number:	Date of Completion:

	Yes	No	N/A
1. Is the complete nondiscrimination statement included on the parent letter and all other material?	☐	☐	☐
2. Have any complaints of discrimination (written or verbal) been received this school year?			
a. If yes, have they been acted upon according to the SFA's written procedures?			
3. Is the program information made available to major employers contemplating layoffs?			
4. Is there a need for program materials to be printed in a language other than English?			
a. If yes, has this been done?			
5. Do admission procedures restrict enrollment by minority persons?			
6. Are disabled students (including those with dietary needs) provided program benefits as appropriate?			

Using the racial/ethnic information from the household applications for free and reduced-price meals, complete the data charts below. The purpose is to determine how effectively Child Nutrition Programs are reaching potential eligible persons and beneficiaries. Enrollment information may be used for SFAs that are not required to collect household applications.

Total Enrolled:		
ETHNICITY	Number	Percentage
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."		
Not Hispanic or Latino: A person who does not meet the description above.		
	Total % <i>Should be 100%</i>	

Please note, all students listed in the Ethnicity data chart above must also be included in the Race data chart shown below. For students who reported two or more races, please include their designations in each of the corresponding racial categories.

RACE	Number
American Indian or Alaskan Native: A person having origins in the original peoples of North, Central, or South America, and who maintains cultural identification through tribal affiliation or community recognition.	
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black or African American: A person having origin in any of the black racial groups of Africa. Terms such as Haitian 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, North Africa, or Middle East.	
Unknown	