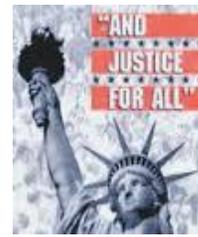




Civil Rights Training



Justice for All Nondiscrimination Statement:

'In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.'

How to Handle a Civil Rights Complaint:

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged action. Complaints can be written or verbal. Individuals may use 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. Institutions should report all complaints alleging discrimination to the USDA at: USDA, Director, Office of Adjudication, 1400 Independence Ave. SW., Washington, D.C. 20250-9410, by fax (202) 690-7442, email at program.intake@usda.gov or call (866) 632-9992 (toll free); or (800) 845-6136 (Spanish); (800) 877-8339 (deaf, hard of hearing or speech disabilities).

No separate charge for meals. Children should be equally integrated during all aspects of the meal service including seating arrangements and the order in which the food is served.

Special Dietary Needs:

For participants with disabilities or medical conditions that require special meals and/or accommodations, provide food substitutions or modifications if: A statement is on file that describes the participant's disability (a disability defined in federal regulations) and is signed by licensed physician and the parent; the statement indicates the food to be used and/or accommodations to be provided. For participants without a disability or medical condition, the institution or facility can decide whether or not to accommodate the requests for special meals or accommodations. It is not a civil rights violation if the institution or facility decides not to provide the request.

This abbreviated training meets the federal request for staff who are present for CACFP meals but not directly responsible for the CACFP program. FNS Instructions 113-1