

**NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
CHILD NUTRITION AND FOOD DISTRIBUTION
SCHOOL NUTRITION PROGRAMS
ANNUAL CIVIL RIGHTS TRAINING**

The U.S. Department of Agriculture prohibits discrimination in school nutrition programs on the basis of race, color, age, national origin, sex, or disability.

1. Effective public notification systems –

- Place the nondiscrimination “*And Justice For All*” poster in a prominent area where participants and potential participants have ready access.
- The public notification system contains the following basic elements.
 - Program Availability
 - Complaint information
 - Nondiscrimination Statement

2. Requirements for language assistance

- Forms are available in different languages, please contact the State Agency.
- If you need an interpreter to explain the program to parents and one is not available locally, please contact NDDPI.

3. Complaint procedures

- The person alleging the complaint must be provided with the nondiscrimination statement and procedure.
- The nondiscrimination statement has the complaint process (the statement is on the “*And Justice For All*” poster).
- A complaint alleging discrimination must be made within 180 days of the event.
- Complaints should be forwarded to NDDPI or directly to USDA using the address in the nondiscrimination statement.

4. Conflict resolution

- Assess the nature of the problem.
- Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution.
- Follow-up.

5. Requirements for reasonable accommodation of persons with disabilities – such as:

- Special dietary needs.
- Special eating utensils.
- Equal access and service.

6. Compliance review techniques

- The State Agency reviews civil rights as part of the compliance monitoring.
- The Sponsor must check for civil rights compliance when doing the on-site reviews.

7. Resolution of noncompliance

- Resolve all civil rights issues (examples- special dietary needs, language asst.)
- Be response to corrective action regarding civil rights.

8. Collection and use of data

- Program applicants/participants may not be required to furnish information on their race or ethnicity on the application for free and reduced meals.

9. Customer service

- When a parent approaches you regarding a special dietary or any civil rights issue, treat them with respect and be helpful.

- All participants must be treated in the same manner.
- Be proactive and accommodating.

Examples of Discrimination:

- Refusing a child’s participation based on disability
- Serving meals at a time, place, or manner that is discriminatory
- Selectively distributing applications
- Segregating kids
- Deliberately separating girls and boys

Civil Rights/Meal Access

Denying Meals as a Disciplinary Action

The denial of paid, free, or reduced-price meals or snacks and free or paid milk as a disciplinary action is prohibited.

Forcing Students to Eat is Not Allowed

It can be very frustrating for some adults to see students throwing food away especially if you have the mindset that children need to belong to the clean plate club. Forcing children to eat can make them feel their own physical instincts aren't important and keep them from listening to their bodies. If allowed to follow their own instincts, children will stop eating when they are full. Forcing children to clean their plates has no place in the school breakfast and lunch programs. Using food as a reward is prohibited.

Staff Member Signature: _____ Date: _____

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.