

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.

- **The following nondiscrimination statement and complaint procedures are required on all printed school nutrition program informational materials:**

“In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.**

A civil rights complaint procedure may be developed by the school food authority. Persons who believe they have been discriminated against in any USDA-related activity may be advised to write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 800.795.3272 or .202.720.6382 (TTY). USDA is an equal opportunity provider and employer.

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.

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