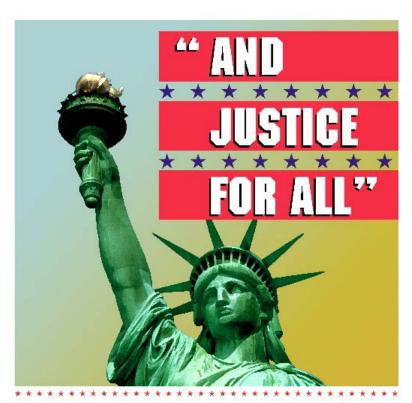
# CHILD AND ADULT CARE FOOD PROGRAM CIVIL RIGHTS CENTER-BASED HANDBOOK



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. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohibe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todos las bases de prohibición se aplican a todos los programas.)

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#### **CIVIL RIGHTS**

#### **Compliance Handbook**

#### **PURPOSE**

The purpose of this handbook is to provide applicants and participants of the Child and Adult Care Food Program an overview of their Civil Rights responsibilities so compliance is maintained. Referenced: FNS Instruction 113-1 (Food Nutrition Services)

#### **DEFINITIONS**

<u>Civil Rights are defined as</u>: The nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13<sup>th</sup> and 14<sup>th</sup> Amendments to the U.S. Constitution and by acts of Congress.

<u>Discrimination is defined as</u>: Different treatment that makes a distinction of one person or a group of persons from others; either intentionally, by neglect, or by the actions or lack of actions from a program.

#### **CIVIL RIGHTS ACT**

Title VI of the Civil Rights Act of 1964 prohibits recipients of Federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, national origin, sex, age, or disability in any of their activities. This applies to all Federal financial assistance programs whether the program is Federal funded in whole or part.

All applicants and currently participating sponsors (institutions) will be referred to as "Federal financial assistance programs" in the context of the packet.

#### **AUTHORITY**

Civil Rights are extended by the Authority of:

- > Title VI of the Civil Rights Acts of 1964 (pertains to: race, color, and national origin)
- > Americans with Disabilities Act (pertains to: disabilities)
- Title IX of the Education Amendments of 1972 (pertains to: sex)
- Section 504 of the Rehabilitation Act of 1973 (pertains to: disabilities)
- Age Discrimination Act of 1095 (pertains to: age)

- ➤ The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and DOJ Memorandum dated 1/28/99, entitled, "Policy Guidance Document Enforcement of Title VI of the Civil Rights Act of 1964 and Related Statues in Block Grant Type Programs."
- Civil Rights Restoration Act of 1987-clarifieds the scope of the Civil Rights Act of 1964.
- Executive Order 13166-enforces National Origin discrimination for person with Limited English Proficiency.
- ➤ USDA Departmental Regulation 4330-2 prohibits discrimination in programs and activities funded by USDA.
- > 7CFR Part 16, Equal Opportunity for Religious Organizations-religiously affiliated organizations should be able to compete on an equal footing with other organizations for USDA assistance.

#### **TEN AREAS OF COMPLIANCE**

- 1. Assurance
- 2. Data Collection
- 3. Equal Opportunity
- 4. Public Notification
- 5. Accommodations for those with Limited English Proficiency/Disabilities
- 6. Training
- 7. Reporting Civil Rights Violations
- 8. Compliance
- 9. Conflict Resolution
- 10. Customer Service

#### One: Assurances

All applications and renewal applications for the Child and Adult Care Food Program (CACFP) must include a written statement that assures that the applicant of Federal financial assistances will operate their business, programs and all activities in compliance with all nondiscrimination laws, regulations, instruction, policies, and guidance.

The Office for Child Nutrition has made the written assurances process easy for any one submitting an application or renewal application to the Ohio Department of Education for the CACFP. On page 1 of the Sponsor application (Green Go Button #2) theses assurances are written out with corresponding click boxes. All an applicant needs to do is click the boxes. If an application is received in the Office for Child Nutrition, and these boxes are not clicked, the application will be denied out with further consideration.

Another written statement of Assurance of nondiscrimination is also included in the Permanent Agreement which is signed by the applicant after all application requirements are met and a successful Pre-Approval visit has been conducted.

#### Two: Data Collection

"FNS Headquarters and Regional Offices, State agencies, local agencies, and other subrecipients must provide for and maintain a system to collect the racial and ethnic data in accordance with FNS policy. These data will be used to determine how effectively FNS programs are reaching potential eligible persons and beneficiaries, identify areas where additional outreach is needed, assist in the selection of locations for compliance reviews, and complete reports as required." FNS Instruction 113-1. Pg. 17.

#### How to:

- request,
- collect,
- and record this information

#### This information can be requested by:

- The parent/guardian filling in Part 6 of the Income Eligibility Application form, OR
- Request for Ethnic and Racial Data form (for all children not requiring an IEA form)

FNS requires all Federal financial assistance programs to request each program applicant and participant to provide this information. It is best for each family to self identify, but it is not required for them to do so. In order to encourage each program applicant/participant to provide this information it is suggested that they be informed of the reasons why this information is requested, how this information will be recorded and stored, and what happens if they choose not to provide the information. The following statement is a direct quote from FNS that Federal financial assistance programs can provide to applicants/participants to help encourage each to self identify.

"This information is requested solely for the purpose of determining the State's compliance with Federal civil right laws, and your response will not affect consideration of your application, and may be protected by the Privacy Act. By providing this information, you will assist us assuring that this program is administered in a nondiscriminatory manner."

If the applicant or participant still chooses not to provide this information then they should be informed that an estimate of their child's race and ethnicity will be conducted and recorded due to civil rights requirements. Even though this information is requested and not required from the parent, it is required of all Federal financial assistant recipients.

Once the family provides this information by either form, the information is then transferred to the Master List for recordkeeping purposes. As new children are added to the master list, their racial/ethnic information should be included along with their claiming category. The racial and ethnic information for each child is to be kept confidential just like their claiming category that is why it is suggested to record it on the master list. If you choose not to use the master list to record this information, you must have another means of maintaining this information in a confidential manner. A recorder of each child's racial/ethnic information is verified during each CACFP visit conducted by ODE, MWRO, or USDA.

#### How to categorize a child's racial and ethnic information

Answering the Race and Ethnic Categories is a Two Question Format

Question 1: Ethnicity: the applicant/participant chooses one, or the other, not both.

- Hispanic or Latino
- Not Hispanic or Latino

Question 2: Race is broken down into the following categories and the applicant/participant can choose one or as many categories that apply.

The racial/ethnic categories are defined as:

- 1. **American Indian or Alaska Native**. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 2. **Asian**. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- 3. **Black or African American**. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".
- 4. **Native Hawaiian or Other Pacific Islander**. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 5. **White**. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 6. **Other.** Determined by respondent.

#### **Three: Equal Opportunity**

All applicants/participants must have equal access to Federal financial assisted program services. This means:

- Provide all families inquiring about you program the same information about CACFP
- Serve all participants the same meal
- Categorize all IEA equally regardless of race, color, national origin, sex, age or disability
- Provide services to applicants and participants at a location that does unnecessarily prohibit their access to the services
- Faith –based programs cannot discriminate against applicants based on religion or religious belief and are to provide the same meal to all participants without requiring those participants to participate in inherently religious activities such as worship, religious instruction, or proselytization.

#### **Four: Public Notification**

All Federal financial assisted programs must notify the public, all applicants and participants that they receive Federal funds for meal service. The public, applicants/participants must be informed of the following:

- CACFP meals are available without cost
- Their rights and responsibilities regarding CACFP
- The steps necessary to participate
- USDA's nondiscrimination policy
- Their right to file a civil rights complaint, and the procedures to do so

If the Federal financial assisted program operates a website, USDA nondiscrimination statement must appear on the home page of the website or a link to the statement must appear on the home page.

USDA Nondiscrimination Statement: Effective June 2013.

The U.S. Department of Agriculture 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 compliant of discrimination, complete the <u>USDA Program Discrimination Compliant Form</u>, found online at <a href="http://www.ascr.usda.gov/compliant filing">http://www.ascr.usda.gov/compliant filing</a> <a href="mailto:cust.html">cust.html</a>, 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 at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay service at (800) 877-8339; or (800) 845-6136 (Spanish).

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All sponsors must include the above statement in their parent handbook and include it in full, on all materials that are produced for public information, public education or public distribution.

**Condensed Statement**: If the material is small such as a half page flyer or brochure, the material will, at a minimum, include the statement in the same font than the text. "Please note that the use of the shorter condensed version is the exception, not the rule. If written materials previously had the longer statement on them they should again have the full statement when reprinted."

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How to notify the public, applicants and participants about CACFP

- Display the "And Justice for All" poster in a PROMINENT LOCATION. Remember, it must be seen by all parents or children as they entire the building.
- Inform potential applicants about the CACFP and your program through Grassroots organizations.
- Include the "Building for the Future" flyer in your center's enrollment packet. Remember to fill in the contact information for your center in the empty box.
- Provide persons with disabilities or limited language proficiency required documents and information about CACFP in alternative formats that is appropriate for them
- Include USDA's nondiscrimination statement on all program publications, Websites, posters, billboards, T.V. or radio announcements, flyers, etc...
- Include USDA's nondiscrimination statement on all photos and other graphics that are used to announce program information.
- Include USDA's nondiscrimination statement in center's Parent Handbook.

#### Five: Accommodations for those with Limited English Proficiency/Disabilities

Limited English Proficiency (LEP)

"State agencies, local agencies, or other subrecipients that fail to provide services to Limited English Proficiency (LEP) potentially eligible persons, applicants, and participants, or deny them access to federally assisted programs and activities, may be discriminating on the basis of national origin in violation of Title VI and its implementing regulations. Title VI and its regulations require State agencies, local agencies, or other subrecipients to take reasonable steps to assure "meaningful" access to the information and services they provide. What constitutes reasonable steps to assure meaningful access will be contingent on a number of factors. Among the factors to be considered are (1) the number of proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; (2) the frequency with which LEP individuals come in contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the grantee/recipient and costs. FNS Instruction 113-1 pg. 10

If your program is located in a neighborhood that has a large ethnic population of persons who speak the same language that is different from English, it would be reasonable to assume a portion of that population would seek enrollment in your program. Therefore it would be required to provide CACFP materials translated in the language of this ethnic population.

For additional information regarding LEP see FNS Instruction 113-1. Pg. 10 - 12. For a copy of the instruction, contact the Ohio Department of Education, Office for Child Nutrition or your CACFP Consultant.

Disabilities: Americans with Disabilities Act (ADA), Title III

Privately operated daycare centers and Home Providers must comply with Title III of the ADA, This means:

- "Centers cannot exclude children with disabilities from their programs unless their presence would
  pose a direct threat to the health or safety of others or require a fundamental alteration of the
  program."
- "Centers have to make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration."
- "Centers must provide appropriate auxiliary aids and services needed for **effective communication** with children or adults with disabilities, when doing so would not constitute an **undue burden**."
- "Centers must generally make their facilities assessable to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be fully accessible."
   Department of Justice ADA Home Page link to Childcare centers and ADA <a href="https://www.ada.gov/childq%26s.htm">www.ttp://www.ada.gov/childq%26s.htm</a>

Childcare services provided by government agencies, such as Head State, summer programs, and extended school day programs, must comply with Title II of the ADA.

#### Six: Training

Agencies/daycares are required to provide Civil Rights training to all staff annually. Staff are required to attend Civil Rights training annually. Required Civil Rights training topics include but are not limited to:

- 1. Assurance
- 2. Data Collection
- 3. Equal Opportunity
- 4. Public Notification
- 5. Accommodations for those with Limited English Proficiency/Disabilities
- 6. Training
- 7. Reporting Civil Rights Violations
- 8. Compliance
- 9. Conflict Resolution
- 10. Customer Service

#### **Seven: Reporting Civil Rights Violations:**

Agencies/daycares are required to establish procedures for reporting Civil Rights Violations. Any compliant involving Civil Rights must be reported to the State agency within 24 hours of receiving that complaint or witness of a violation. The corrective action period for the Civil Rights Violations must be completed within 60 days. If not the compliant is forwarded to the Federal agency overseeing the specific nature of the compliant.

ODE will complete the following steps if a Civil Rights complaint is received by the State Agency.

- 1. The complainant will be notified that they have 180 days to file a Civil Rights complaint
- 2. The complainant will be encouraged to resolve the issue with the sponsor as a first attempt at resolution.
- 3. All Civil Rights complaints will be forwarded to the USDA-Midwest Regional Office. (See FNS 113-1 section XVI for further instructions).

#### **Eight: Compliance Review**

During all Reviews Civil Rights compliance is assessed. Sponsoring agency reviews the Home Provider and the State agency reviews the Sponsoring agency. Compliance to all Civil Rights requirements are assess during the Initial Application and Renewal Application process, the Pre-Approval review, Technical Assistance reviews and all announced and unannounced monitoring visits.

Non Civil Rights violations: Although it is the policy of the USDA to provide fair and equitable treatment to every employee and customer there are specific laws and regulations that provide for the protected classes of each nutritional assistance program (1) FNS 113, pg. 10. Therefore if a meal is not served equally to all children, it could or could not be a civil rights finding depending on the nature of the participants involved and how the meal was served. If services or not provided fairly or equitably and it is determined not to be a Civil Rights violation, it will be still be a finding under CACFP regulations and corrective action will be required.

#### **Nine: Conflict Resolution**

It is the position of USDA that if a person feels they have been discriminated against by a sponsor within the context of CACFP, that person should first try and resolve the issue with the sponsor. If after discussing the issue with the sponsor and they still feel they are being discriminated against, then they are encouraged to file a complaint with UDSA or ODE. Complaints of discrimination must be filed within 180 days of the incident of discrimination.

#### **Ten: Customer Service**

All participants must be allowed equal opportunities to participate in the CACFP regardless of protective class:

- If present at meal time, be served the same meal as all other children.
- Infant parents are offered CACFP meals and the Parent Preference letter is on file to document their choice.

All families must be allowed equal opportunities to participate on the CACFP regardless of protective class:

- Provide all families inquiring about your program all required information concerning CACFP.
- Categorize IEA using only the information on the form provided by the parent. (Do not claim children Free or Reduce because they qualify for childcare assistance)

#### **Resources/Materials:**

#### "AND JUSTICE FOR ALL" poster can be found:

- Sponsor Menu page of CRRS CACFP on-line application. Click on the 'Green Go' button for 'Downloadable Documents'. Click on red lettering title 'CACFP Center Based Components', then scroll down to the title for 'Civil Rights' and click on 'AND JUSTICE FOR ALL' poster.
- Pick up actual poster at any CACFP training provided by ODE
- Call (877-644-6335) the Office for Child Nutrition and request for posters to be mailed to you.

#### "Building For the Future" flyer can be found:

- Sponsor Menu page of CRRS CACFP on-line application. Click on the 'Green Go' button for 'Downloadable Documents'. Click on red lettered title 'CACFP Center Based Components', then scroll down to the title for 'Civil Rights' and click on "Building For the Future".
- Call (877-644-6335) the Office for Child Nutrition and request for flyer to be mailed to you.

#### **CACFP materials written in different languages** can be found:

- Sponsor Menu page of CRRS CACFP on-line application. Click on the 'Green Go' button for 'Downloadable Documents'. Click on the "Child and Adult Care Food Program-CACFP" link, then click on "Nondiscrimination and Civil Rights", then scroll down to "Translation of Application Materials".
- www.LEP.gov

### Person with disabilities who require alternative means for CACFP information (Braille, large print, audiotape, etc...) should contact:

USDA's TARGET Center at (202)720-2600 (voice and TTY)

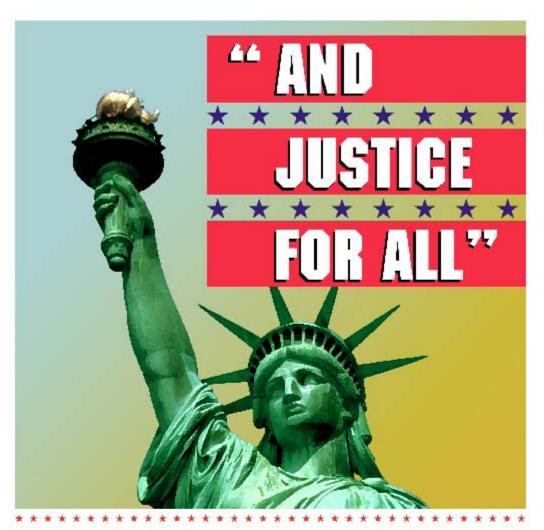
#### For more information about ADA call:

800-514-0301 (voice) or 800-514-0383 (TDD)

<sup>&</sup>quot;Media Release" can be found in the application and renewal packets that are distributed annually.

#### **ETHNIC and RACIAL DATA FORM**

Agency/Daycare Center	
Agency/Daycare Address	
The agency or daycare listed above receives Federal financial assistance for participating in the Care Food Program (CACFP). Because they receive Federal financial assistance they are requir maintain the Ethnic and Racial data of all children enrolled in the CACFP. This information is us purpose of determining compliance with Civil Right laws and will be kept confidential. We are each participant to 'Self Identify' and provide this information, however it is optional to Self Identify choose not to Self Identify, then please be aware that the agency/daycare will need to make a your child's race and ethnicity because Civil Rights law require them to do so. This ethnic and information will remain confidential and on file for 3 years and will only be accessible to authorize the confidential and on file for 3 years and will only be accessible to authorize the confidential and on file for 3 years and will only be accessible to authorize the confidential and on file for 3 years and will only be accessible to authorize the confidential and on file for 3 years and will only be accessible to authorize the confidential and on file for 3 years and will only be accessible to authorize the confidential and on file for 3 years and will only be accessible to authorize the confidency of	red to record and sed solely for the requesting for entify. If you judgment of racial
To Self Identify, please answer the following questions.	
Child's name	<u> </u>
Ethnic Category: Choose one	
<b>Hispanic or Latino</b> : A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino".	
Non-Hispanic or Latino:	
Racial Categories: Check all that apply	
American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black or African American: A person having origins in any of the black racial groups of Africa.	
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa	
Other	
Parent/Guardian Signature Date	



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#### Ohio Department of Education – Office for Child Nutrition- Child and Adult Care Food Program Fiscal Year 2014 - MEDIA RELEASE

Federal regulations require each institution participating in the Child and Adult Care Food Program (CACFP) issue a news release announcing sponsorship of the program. The news release must be submitted to the local media for possible public announcement. If the media does not provide this service free, it is not required that the institution pay for the announcement. Submitting the announcement of CACFP participation to the media source(s) will fulfill federal requirements. A copy of the news release for publication must be submitted as part of your CACFP application. Sponsor must keep on file a copy of the completed media release sent to the media source(s) that documents whom the release was sent to and the date sent.

The required news release provided below must be used by all center-based institutions. Additional information may be included; however, the release must contain the information below:

#### 

**MEDIA RELEASE** 

# The (insert agency name) announces sponsorship of the USDA funded Child and Adult Care Food Program. Meals are available to all enrolled participants without regard to race, color, national origin, sex, age or disability and will be served at no separate charge §226.23(d). The U.S Department of Agriculture 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 at program.intake@usda.gov. Individuals who are deaf, hard of hearing 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.

List agency's participating sites (name and address). Attach additional page if necessary:

The following Income Eligibility Guidelines for free and reduced price meals are effective July 1, 2013 through June 30, 2014

	FREE - 130%				REDUCED – 185%					
HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1	14,937	1,245	623	575	288	21,257	1,772	886	818	409
2	20,163	1,681	841	776	388	28,694	2,392	1,196	1,104	552
3	25,389	2,116	1,058	977	489	36,131	3,011	1,506	1,390	695
4	30,615	2,552	1,276	1,178	589	43,568	3,631	1,816	1,676	838
5	35,841	2,987	1,494	1,379	690	51,005	4,251	2,126	1,962	981
6	41,067	3,423	1,712	1,580	790	58,442	4,871	2,436	2,248	1,124
7	46,293	3,858	1,929	1,781	891	65,879	5,490	2,745	2,534	1,267
8	51,519	4,294	2,147	1,982	991	73,316	6,110	3,055	2,820	1,410
For each additional family member, add	5,226	436	218	201	101	7,437	620	310	287	144

Rev. 8.2013

## **Building For the Future**

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

#### Meals

#### CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk	Milk	Milk
Fruit or Vegetable	Meat or meat alternate	Meat or meat alternate
Grains or Bread	Grains or bread	Grains or bread
	Two different servings of fruits	Fruit or vegetable
	or vegetables	_

#### Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers**: Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- Family Child Care Homes: Licensed or approved private homes.
- After School Care Programs: Centers in low-income areas provide free snacks to School-age children and youth.
- Emergency Shelters: Programs providing meals to homeless children.

#### Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

#### Contact

#### Information

If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

Ohio Department of Education

**CACFP Consultant** 

25 S. Front Street, MS 303

Columbus, OH 43215-4183

#### Nondiscrimination

The U.S Department of Agriculture 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 at program.intake@usda.gov.

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# Construyendo Para El Futuro

Esta guarderia infantil diurna participa en el Programa de Alimentación Para Niños y Adultos en Guarderias (CACFP por sus siglas en inglés: Child and Adult Care Food Program) un programa Federal que provee comidas y bocadillos saludables a niños y a adultos en guarderias diurnas.

Todos los días más de 2.6 millones de niños participan en el programa del CACFP en centros y En hogares de familia para el cuidado de niños. Los proveedores son reembolsados por servir Comidas nutritivas que cumplen con los requisitos establecidos por el Departamento de Agricultura de los Estados Unidos (USDA). El programa juega un papel vital al mejorar la Calidad de las guarderías y al poner las guarderías al alcance económico de familias de bajos recursos.

#### Alimentos

Hogares y centros del CACFP siguen los patrones alimentarios establecidos por USDA.

Desayuno	Almuerzo o Comida	Bocadillos (Dos de los cuatro grupos)
Leche	Leche	Leche
Fruta o verdura	Carne o un alternativo de carne	Carne o un alternativo de carne
Granos o pan	Granos o pan	Granos o pan
·	Dos porciones diferentes de frutas	Fruta o verdura
	o verduras	

#### Establecimientos

del CACFP Mucos tipos de establecimientos diferentes operan el CACFP, compartiendo el objetivo común de brindar comidas y bocadillos nutritivos a sus participantes. Estos incluyen:

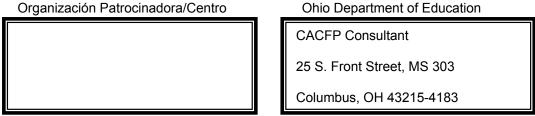
- Centros de Cuidado de Niños (Child Care Centers) Centros para el cuidado de niños, ya sean públicos o privados pero no lucrativos, que hayan sido licenciados o aprobados; programas del Head Start, y algunos centros para lucro.
- Hogares de Familia Para el Cuidado de Niños (Family Day Care Homes) Hogares privados licenciados o aprobados.
- Programas Escolares Después de Clases (After School Care Programs) Centros en areas geográficas de bajos ingresos que proveen bocadillos gratis a niños de edad escolar y a jóvenes.
- Centros de Refugio Para Gente Sin Hogar (Homeless Shelters) Centros de emergencia de refugio que proveen servicios residenciales y de comidas a niños sin hogares.

Elegibilidad Agencias estatales reembolsan establecimientos que ofrecen cuidado no residencial a los siguientes niños:

- niños hasta los 12 años de edad,
- niños de familias migratorias hasta los 15 años de edad
- jóvenes hasta los 18 años de edad en programs escolares después de clases en areas de necesidad.

#### Para Más

Información Si está interesado en participar el el CACFP, por favor póngase en contacto con uno de los siguientes:



El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés "USDA") prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y, según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios prohibidos se aplicarán a todos los programas y/o actividades laborales). Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el USDA Program Discrimination Complaint Form (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en http://www.ascr.usda.gov/complaint\_filing\_cust.html, o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a program.intake@usda.gov</u>. Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español). El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

#### **CACFP**

#### **NON-DISCRIMINATION STATEMENT/POSTERS**

#### Effective: June 2013

Listed below is the updated Nondiscrimination Statement for use by sponsors. Websites and materials which are being reprinted should be revised to include this updated statement. Other materials should be updated as supplies are depleted and new printing is ordered.

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education or public distribution.

#### **FULL STATEMENT:**

The U.S. Department of Agriculture prohibits discrimination against its customers, employee, 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 prohibit bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program compliant of discrimination, complete the <u>USDA Program Discrimination Compliant Form</u>, found online at <a href="http://www.ascr.usda.gov/complaint filing cust.html">http://www.ascr.usda.gov/complaint filing cust.html</a>, or 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 at program.intake@usda.gov.

Individuals who are deaf, hard of hearing 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.

If the material is too small to permit the full statement to be included (such as flyers or brochures), the material will, at a minimum, include the statement in print size no smaller than the text. Please note that the use of the shorter condensed version is the exception, not the rule. If written materials previously had the longer statement on them they should again have the full statement when reprinted.

#### **CONDENSED STATEMENT:**

"USDA is an equal opportunity provider and employer."

#### "AND JUSTICE FOR ALL" POSTER:

- At this point in time, USDA cannot provide updated "And Justice For All: posters.
- Until new posters are printed, sponsors are to continue to prominently display in a public place the same "And Justice For All" USDA poster at each site and at the agency office if at a different location. If posters and/or are needed in other languages, appropriate to the local population, please contact the State agency.