

Michigan Department of Education  
Child and Adult Care Food Program

### Civil Rights

1. Collect and compile ethnicity and race data on children each fiscal year. Refer to the CACFP website ([www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)) for the Ethnicity and Racial Beneficiary Data form, under Forms & Instructions, to compile this data. Sponsoring organizations must compile this data by site.
2. Include the following 2022 nondiscrimination statement on all materials relating to the CACFP that are available to the public. This includes documents, pamphlets, brochures, handbooks, websites, and any other materials distributed. If the material is too small to permit the full statement to be included, the material will, at a minimum, include the statement, in print size no smaller than the text, "This institution is an equal opportunity provider."

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: [USDA Program Discrimination Complaint Form](#), 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:  
<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

3. Display the “And Justice for All” poster in a conspicuous place in each approved site and the administrative office. (Former non-discrimination version is acceptable until further notice of revised poster availability.)
4. Train staff on civil rights annually. Specific subject areas include:
  - **Collecting and using data:** Data is collected on ethnicity and race. Parent self-declares. If they refuse, institution staff will code based on perception. All material must be filed in an area of restricted access and retained for three years.
  - **Effective public notification systems:** Display the “And Justice for All” poster, use the non-discrimination statement, provide information in other languages and alternative formats as needed, and convey equal opportunity in all photos and other graphics on websites, publications, etc.
  - **Complaint procedures:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, disability, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if 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 USDA. (Not all prohibited bases will apply to all programs and/or employment activities.) CACFP participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures.
  - **Compliance review techniques:** Ensure civil rights requirements are being followed during review process.
  - **Resolution of non-compliance:** Inappropriate actions must cease. A corrective action plan is required, and appropriate procedures must be implemented.
  - **Requirements for reasonable accommodation of persons with disabilities:** Entrances and exits to accommodate the disabled, Braille signage, and alternative arrangements for service must be available when needed including accommodations for food-related disabilities.
  - **Requirements for language assistance:** Bilingual personnel and materials must be provided depending on need, resources available, and cost.
  - **Conflict resolution:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
  - **Customer service:** Treat others the way they want to be treated or at least be aware of what that is.

The Michigan Department of Education (MDE) developed a Civil Rights on-line course. To register and take the class, visit [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp), scroll down to the training section, and click on Civil Rights E-Learning Course.