

# What you Need to know about Civil Rights

Discrimination is when an individual or group of individuals are: delayed benefits or services, denied benefits or services, treated differently than others to their disadvantage, or given disparate treatment.

- Each year CACFP sponsors collect ethnic and racial data for the purpose of determining how effectively Federal Nutrition Service programs are reaching potentially eligible beneficiaries and as a means of monitoring civil rights compliance
- If a provider or a parent has a complaint regarding the program/provider, they have 180 to submit the complaint to the CMA. The complaint will then be investigated and/or reported to the state. An investigation will then occur.
- It is required that each provider display the “Building for the Future” poster in a prominent area where participants, as well as potential participants, have access.

## There are 6 Protected Classes

- Race
- Color
- National Origin
- Age
- Sex
- Disability

## Special Diet Letter MUST Include

- ✓ The student’s disability
- ✓ How disability restricts diet
- ✓ Which foods must be omitted or removed
- ✓ Which foods must be substituted or added

## Examples of unlawful discrimination

- Giving one group or type of participants larger or extra helpings of food while not providing the same to other participants i.e., serving boys larger portions than girls.
- Separating genders, i.e., putting the girls separate from the boys.
- Failing to provide children with special needs accommodating meals.



This institution is an equal opportunity Provider.

# QUICK REFERENCE TRAINING

## **MENUS: Must follow the CACFP meal pattern**

1. Must follow master menu, record and post menu daily, all substitution must be noted.

## **INFANT MENUS: Must follow the CACFP meal pattern**

1. Iron-fortified formula up to 13 months, there is no age limit to serving breast milk.
2. Juice is not allowed to be served to infant.

## **MEALTIMES:**

1. Meals must be served at approved days and times as approved on FDCH application and approved site. (provider can update mealtimes at any time by calling our office)
2. Must call and inform CMA in advance when planning to be out of the home during meal times. (Relative care provider must be present during every mealtime only license provider can have helpers serve meal).

## **CHILDREN SERVED:**

1. Child must be present and served a complete meal approved during meal times in order to claim.

## **REIMBURSEMENT PROCESS AND CLAIM SUBMISSION:**

1. Claim is due on the 4<sup>th</sup> business day, CMA will accept any claim overnight until 9am on the 5<sup>th</sup> business day.

## **MONITORS VISITS: (Record keeping/Paperwork needed)**

1. Sponsor Agreement
2. FDCH
3. Accurate claim record completed and current (meals, attendance, sign in/out readily available)
4. Original Enrollment forms and copy of current enrollment renewal form (immunization form for relative care providers)
5. Copies of last three reviews

## **POSTED IN THE HOME:**

1. BUILDING FOR THE FUTURE
2. DAILY MENUS

## **HEALTH AND SAFETY:**

1. All provider must be CPR and First Aid certified for adult, child and infant.
2. Cleaning supplies, chemicals, medicine must be out of children's reach.
3. Proper handwashing – before preparing meals, before eating, after playing,
4. Refrigerator, freezer must have correct temperatures and food is to be covered.
5. Food preparation and serving area must be clean and sanitize