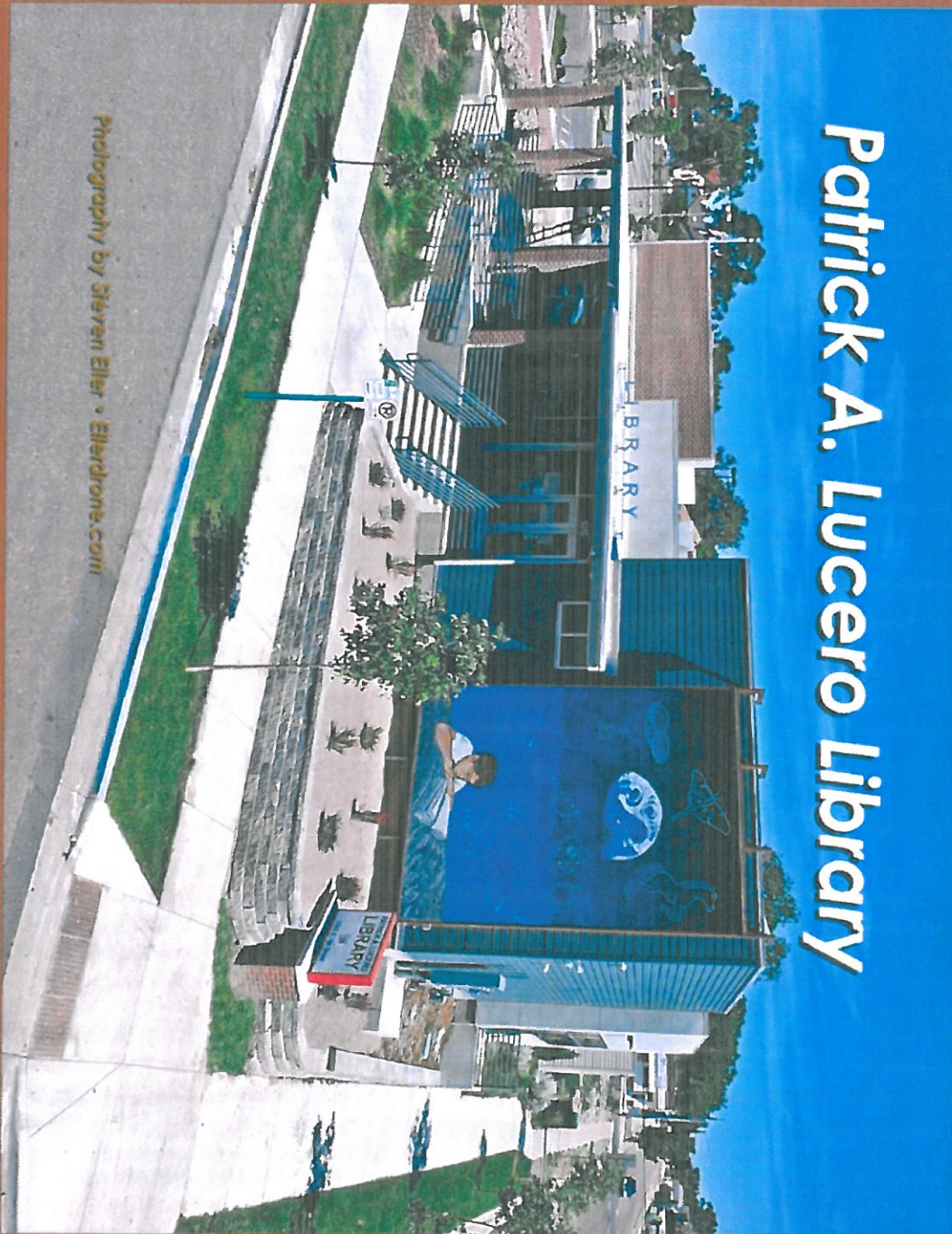


Patrick A. Lucero Library



Photography by Steven Eller • Ellerdrone.com

Civil Rights & Your Institution

Colorado CACFP Self-Study Training Guide

The following guide can be used to provide the annual civil rights staff training.



Institutions are required to provide civil rights training annually to all staff members involved in any aspect of the CACFP program. This may include directors, assistance directors, teachers, teacher assistants, food service staff, or any staff who interact with applicants or participants. This training must be provided to all new staff members within the first 30 day after hiring.

Annual Civil Rights training offered must include, but is not limited to:

- Annual collection and use of civil rights data (reported race and ethnicity);
- The institution's method of informing participants of CACFP availability, nondiscrimination statement, rights and responsibilities, the procedures for filing a discrimination complaint, and the prominent display of the And Justice for All poster;
- Procedures to submit a discrimination complaint;
- Compliance with Civil Rights requirements;
- Resolution of noncompliance with Civil Rights;
- Required reasonable accommodation of persons with disabilities;
- The institution's methods of providing language assistance when needed by applicants or participants to access the benefits of the program;
- Conflict resolution; and
- Customer service.

Revised 12-2015



CACFP Requirements

- **Civil Rights requirements for CACFP institutions:**
 - Provide annual Civil Rights training to staff with CACFP responsibilities and who interact with applicants and participants.
 - Maintain annual training documentation.
- **Public Notification:**
 - Prominently display the "And Justice for All" poster.
 - Provide applicants, participants and potentially eligible person with the Dear Parent/Guardian or Participant/Guardian letter.
 - Include the non-discrimination statement on all printed or electronic materials available to the public, which mentions USDA or CACFP.
 - Offer meals equally to all participants in a non-discriminatory manner and without restriction of gender.
- **Data collection, maintenance and reporting:**
 - Information materials in accessible formats.
 - Compliance Reviews and Complaint Resolution.
 - CACFP Civil Rights Officer.
- **What you as an employer/employer at a CACFP participating institution need to know?**
 - All staff members should receive training on all aspects of Civil Rights compliance.
 - Be able to identify a Civil Rights complaint if received.
 - Know what to do if a complaint is received.
 - Understand that it is the basic right of an individual to file a complaint.

Questions & Resources

- **Why CACFP Requires Civil Rights Training?**
 - CACFP is funded by federal dollars and USDA, serving as the primary funding source. Then provides grants to States to administer the program.
 - These dollars are drawn from taxes from people like you. Tax dollars are to be used for the benefit of all eligible persons, to ensure equal access to Child Nutrition Programs.
- **Civil Rights Questions and Resources:**
 - For more information and additional resources on Civil Rights, visit the USDA Office of Civil Rights at: <http://www.fns.usda.gov/civilrights>



Data Collection

- **Why do we ask for participant's race and ethnicity?**
 - To ensure that the program is serving all eligible persons, regardless of race and ethnicity. This information is used for statistical purposes and helps to ensure no ethnic or racial group is discriminated against in participation. If a participant is not identified as such, the program may not be able to determine race and/or ethnicity.
 - This information is captured on the income Eligibility form (part 3) as well as during recruitment and an institution's application.
 - In August of each year, as part of the annual recertification process, the CDPHE CACFP will receive the population data by county to all participating institutions.
 - Institutions are required to identify the race and ethnicity of their participants. Annually, your institution may retain this information for a period of 3 years. This record retention requirement for the population data will be assessed during the annual compliance monitoring of civil rights compliance monitoring.
- **Race and Ethnic Categories are as follows:**
 - Hispanic or Latino
 - Not Hispanic or Latino
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - Black or African American
 - White

Public Notification



- **All institutions must display the "And Justice for All" nondiscrimination poster in a prominent place for all visitors to see.**
- **This poster is located on the CDPHE CACFP website, where it is available to print. The poster is in both English and Spanish.**
- **Include the United States Department of Agriculture (USDA) non-go all materials regarding the CACFP that are produced for public notification.**
- **These materials include:**
 - Poster and distributed menu, web sites and institutional handbooks that mention CACFP.
 - The USDA non-discrimination statement samples can be found on the CDPHE CACFP website. These samples can be copied and pasted on program materials.



Learning

- **Learning Exercise #1**
 - A. Boys and girls sit at separate tables. Boys and Girls Tables. Is this discrimination?
 - B. An institution delays enrolling a new eligible participant because of their gender and speak a different language?
- **Learning Exercise #2**
 - The Happy Smiley Day Care center has one main entrance and multiple classrooms. Each classroom at the Day Care center has the "And Justice for All" poster in each of the classrooms. Is the poster in each of the classrooms the same as the poster in a prominent place for all visitors to see?

Program Information Materials in Accessible Formats

- **Identify and Accommodate Language Needs:**
 - Limited English Proficiency (LEP) persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.
 - Recipients of federal financial assistance, such as this institution have a responsibility to ensure that their programs and activities are accessible to their program and participants with limited English proficiency.
 - If a significant number or proportion of the population eligible to be served by your institution needs services or information in a language other than English, then the institution shall take reasonable steps to provide information in appropriate language.
 - In addition if requested, all participating institutions must provide program materials for non-English speaking participants in the appropriate language.
- **CDPHE CACFP provides meaningful access to:**
 - Program information through materials available in Spanish. Also, program materials for persons who speak other languages or who have a limited ability to read, speak, write or understand English are available in the USDA-FNS website: <http://www.fns.usda.gov/academy>
 - CACFP website: <http://www.cdph.gov/cacfp>
 - CACFP office upon request.
- **Accommodating Participants Medical Disability or Dietary Medical Needs:**
 - You may have participants in care who are unable to eat due to a medical or dietary disability. Even though participants are followed to accommodate participation with a documented disability. These procedures can be found at the CACFP program manual, located on the CDPHE CACFP website: <http://www.cdph.gov/cacfp>
 - Refer to Section 3 under Exceptions to the Meal Pattern for details.
- **In addition the Americans with Disabilities Act prohibits discrimination based on disability in all services, programs, and activities that are provided by State and local governments. This means that agencies must ensure persons with disabilities have:**
 - Program accessibility
 - Effective communication with institutional staff; and
 - Easy access to the building itself.
- **Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiocassette, American Sign Language, etc.), should contact the Agency (State or local) where they are placed for benefits. Individuals who are disabled may contact USDA Special Services for the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.**

How to Handle a Civil Rights Complaint

Any person alleging discrimination based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA has a right to file a complaint of the alleged action.

- Complaints can be written or verbal.
- Anonymous complaints should be handled as any other complaints.

Please keep in mind that a person can complain verbally and refuse to put the allegation in writing. However, it is the responsibility of the person to whom the allegations were made to document the complaint. Every effort should be made to include or collect the following information when a complaint is received:

1. Name, address, telephone number or other means of contacting the person with the complaint.
2. The specific location and name of the State agency, institution or other facility delivering the service or benefit.
3. The nature of the incident or action that led the person to feel discrimination was a factor. And the bases they believe discrimination exists. The bases for discrimination are race, color, national origin, age disability, or sex.
4. The names, phone numbers, titles, and business or personal addresses of person who may have knowledge of the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication (for program information) is S. Braille, large print, audio tape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-2027) found online at: http://www.asc.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 680-7242 or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Ensuring Civil Rights Compliance at Your Institution

Everyone has a role in ensuring civil rights compliance. The first step is completing this training and asking questions if you don't understand it. Next, you should discuss your learning with co-workers to enhance your understanding of this material. The second is providing excellent customer service to your customers. Remember that your customers include students, staff, visitors to your institution. Providing excellent customer service is important to avoid the appearance or perception by anyone of unlawful discriminatory statements or actions.

Learning Exercises Answer

#1 A. Yes. This is discrimination because it is denying a student who wears a particular characteristic of one of the protected classes.

#1 B. Yes. This is discrimination based on National Origin. All institutions in CACFP must provide equal opportunity for enrollees without denying benefits or services that others receive or treat one differently than others.

#2. No. Each office at the institution may not go to the classroom. The answer should be moved to the front of the room. The school district has not necessarily needed a letter there are multiple entry areas that visitors may enter.

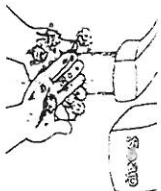
#3. Whether, anonymous or not, whenever received the school principal should document the complaint and it should be reported to the USDA, Office of Civil Rights.

THIS



METHOD OF HANDWASHING

(Young children may need adult supervision when washing their hands)



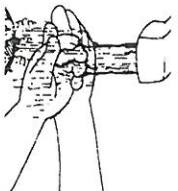
Use SOAP and
WARM
RUNNING
WATER



RUB your hands
vigorously



WASH ALL
SURFACES,
including:
▶ backs of hands
▶ wrists
▶ between fingers
▶ under fingernails



RINSE well



DRY hands with a
paper towel



Turn off the water
using a PAPER
TOWEL instead of
bare hands



Distributed by the Colorado Child and Adult Care Food Program (303) 692-2330

Centers

CACFP Menu 2017-2018

Week 1	Components	Monday	Tuesday	Wednesday	Thursday	Friday
	Entree (1 Grain/2 M/M/A)	1/2 c Yogurt with 1 cheese stick and 1 oz WG granola	WG Graham Crackers with Cheese stick and Yogurt	10 each Tortilla Chips with 1 Cheese stick and Sunflower seeds	WG Graham Crackers with 1/4 c Diced Turkey Ham Cheese Stick	WG Bagel with yogurt and sunflower seeds
	Vegetable 1/2 c	1/2 c IW Baby Carrots	1/2 c Broccoli and Cauliflower	1/2 c Celery	1/2 c Cherry Tomatoes	1/2 c Bell Pepper
	Fruit 1/4 c	1/4 c Craisins	1 ea Kiwi	1 Orange	1 Banana	1/2 c apple slices
	Milk 1 c	1 c Milk	1 c Milk	1 c Milk	1 c Milk	1 c Milk
Week 2	Components	Monday	Tuesday	Wednesday	Thursday	Friday
	Entree (1 Grain/2 M/M/A)	WG Graham Crackers with Cheese stick and Sunflower Seeds	WG Bagel with yogurt and sunflower seeds	WG Graham Crackers with 1/4 c Diced Turkey Ham Cheese Stick	1/2 c Yogurt with 1 cheese stick and 1 oz WG granola	10 each Tortilla Chips with 1 Cheese stick and Sunflower seeds
	Fruit/ Vegetable	1/2 c Celery	1/2 c Bell Pepper	1/2 c Baby Carrots	1/2 c Cauliflower	1/2 c Cucumber
	Fruit/ Vegetable	1 Orange	1 Apple	1/4 c Raisins	1 Banana	1/2 c Applesauce cup
	Milk 1 c	1 c Milk	1 c Milk	1 c Milk	1 c Milk	1 c Milk

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

RECORD OF MEALS SERVED

[illegible]

Record of Meals Served After School Meal Programs for At-Risk Children

Site Name: _____

Month/Year: _____

	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Daily Totals																			
Meals Served																			
Snack																			
Breakfast																			
Lunch																			
Supper																			
Daily Totals																			

*Indicate the date and daily at-risk snack totals above. For at-risk meals, indicate the type of meal served and the daily totals for that meal.

Page	Snack	Breakfast (B)	Lunch (L)	Supper (Su)
Total				

1. The organization must provide care in after school settings, during the school year including weekends, holidays, or school vacations.
2. The At-Risk program shall be organized to provide children with regularly scheduled educational or enrichment activities in a setting that is structured and supervised.
3. The At-Risk program must not be an organized athletic program competing in a league such as community sports leagues.
4. The facility must not claim more than one snack and one meal per child each day.
5. Snacks and meals are eligible for reimbursement for participants up to age 18.
6. The snack must meet the CACFP snack pattern requirements; the meal must meet CACFP meal pattern requirements based on meal type.
7. When school is in session the meal/snack must be served after the school day.
8. During weekends or school vacations the meal/snack can be served anytime during the day, with State Agency approval.
9. During the summer months the meal/snack cannot be claimed unless school is operating on a year-round calendar.

Afterschool Nutrition Program



Chess Club





Alice in Wonderland



Tortilla Making



Laser Tag

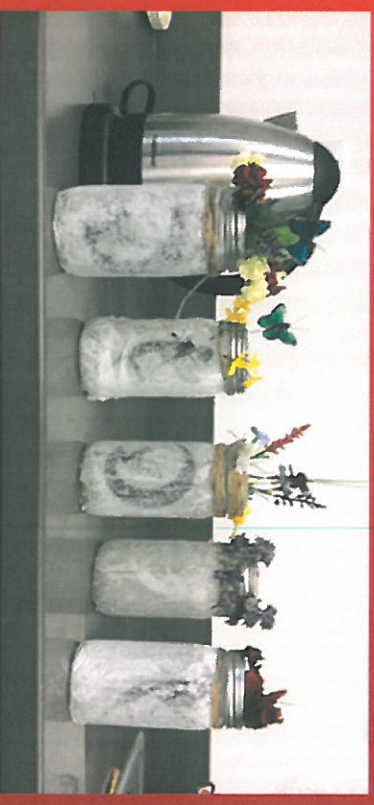
MAY THE FOURTH BE WITH YOU



Representative Donald
Valdez



Fairy Jars





WIND CHIMES

English as a Second Language Class



Partnerships: Working together to benefit the community.

CSU Extension/ Growing Steam Makers
Junior League Afterthoughts Literacy for Teens
Children's Literacy Center
Boy's and Girl's Club
District 60 Afterschool Nutrition Program
Risley International Academy of Innovation
Park View Elementary
Bradford Elementary
Little Caesar's Pizza
Pillars of Unity



Lucero Staff



Cornerstone Ceremony and Earth Rise Mural Unveiling





Patrick A Lucero (1948 – 1968)

“...Synchronized with the rising moon
Even with the evening star
They were true love written in stone
They were never alone, they were never
that far apart...”

Oh, hold them up, hold them up
Never do let them fall
prey to the dust and the rust and the ruin
That names us and claims us
and shames us all...

Oh, let other hearts be broken
Let other dreams run dry
Let our golden one sail on sail on
To another land beneath another sky
Beneath another sky
Hold them up...”

- James Taylor
“Never Die Young”