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Arkansas Department of Human Services	AR CACFP 2013-11
Division of Child Care and Early Childhood Education	Section: All Institutions
Child and Adult Care Food Program	Subject: Civil Rights Data Collection
	Effective date: 04/16/2013

### CIVIL RIGHTS DATA COLLECTION

The CACFP must ensure that Program benefits are made available to all eligible individuals without regard to race, color, age, sex, disability, or national origin.

As part of the application process, the independent center must provide information on:

- Estimate of the racial/ethnic makeup of the population to be served. Sources for this information might include census data or public school enrollment.
- Actual beneficiary data by racial/ethnic category for the child care center. Visual identification may be used to determine a beneficiary's racial/ethnic category or the parents of a beneficiary may be asked to identify the racial/ethnic group of their child. Parents may be asked to identify the racial/ethnic group of their child only after it has been explained, and they understand, that the collection of this information is strictly for statistical reporting and has no effect on the determination of their eligibility to receive benefits under the Program.
- Efforts to be used to assure that minority populations have an equal opportunity to participate.
- Efforts to be used to contact minority and grassroots organizations about the opportunity to participate.
- Any other Federal agencies providing financial support to the applicant.

Throughout the Program year, the independent center must:

- Display the "And Justice for All" poster in a prominent place.
- Have the capability of providing informational materials in the appropriate language translation concerning the availability and nutritional benefits of the CACFP.

- Make Program information available to the public upon request. Upon initial visits, parents of potential beneficiaries shall be given specific Program information which is pertinent to their children's receipt of benefits under the Program.
- Provide the nondiscrimination statement and procedure for filing a complaint and information concerning the Program or Program activities directed to parents of beneficiaries and potential beneficiaries.
- Provide training to staff on all aspects of civil rights compliance. Staff should be able to identify a civil rights complaint if received. They should know what to do if they receive a complaint and they should understand that it is the basic right of the individual to file a complaint.