

# ILLINOIS STATE BOARD OF EDUCATION

## NUTRITION PROGRAMS DIVISION SUMMER FOOD SERVICE PROGRAM SUMMARY OF CIVIL RIGHTS REQUIREMENTS

This document informs participants of the Summer Food Service Program (SFSP) of program policies regarding civil rights and provides guidance on nondiscrimination in the administration of this program.

This document outlines specific responsibilities, requirements, and procedures for federally-assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended, Americans with Disabilities Act of 1990 (28 CFR Part 35, Title II, Subtitle A), Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Department of Justice Memorandum dated January 28, 1999, the Civil Rights Restoration Act of 1977, the Enforcement of Title VI of the Civil Rights Act of 1964, and the United States Department of Agriculture's regulations 4330-2 and 7CFR Part 16.

Any questions regarding the civil rights requirement of SFSP should be directed to the Illinois State Board of Education, Nutrition Programs, 100 North First Street, W-270, Springfield, Illinois 62777-0001, 800/545-7892.

### Sponsor Responsibilities

#### Data Collection

- Maintain on file the estimated number of potential eligible beneficiaries by racial/ethnic category for the area served by the sponsor.  
*These figures are updated annually and provided by the state agency with the SFSP approval letter.*
- Annually collect and maintain the racial/ethnic category of participants for each site.  
*Methods include staff observation or voluntary self-identification by applicants on the free, reduced-price application form, and/or enrollment form.*
- Maintain all program information for three years plus the current year. Safeguards should be exercised to ensure the data is available only to authorized personnel.

#### Program Operations

- Ensure there are no requirements or procedures that restrict or deny enrollment on the basis of race, color, sex, age, disability, or national origin.
- Ensure denied free/reduced-price applicants are not disproportionately composed of minority groups.
- Serve meals to all attending children equally regardless of race, color, national origin, sex, age, or disability.
- Provide equal access to meal services and facilities regardless of race, color, national origin, sex, age, or disability.

#### Public Notification

- Inform the general public, potential eligible populations, and grassroots organizations about SFSP or any changes to SFSP.
- Display in a prominent place a USDA-approved poster containing the nondiscrimination statement and the federal procedure for filing a complaint.  
*Posters must be displayed at both feeding sites and administrative offices. Posters may be obtained by contacting Nutrition Programs, Illinois State Board of Education at 800/545-7892.*
- Include the required nondiscrimination statement and the procedure for filing a complaint on all printed SFSP informational materials provided to the public:

**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.**

**To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.**

- Provide information in the appropriate translation concerning the availability and nutritional benefits of SFSP, as needed.  
*This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials in appropriate languages.*
- Provide appropriate program information including web-based information, in alternative formats for persons with disabilities, as needed.
- Make SFSP information available to the public upon request.  
*Examples of printed program informational materials include free and reduced-price meal notification letters, enrollment forms, public releases, program brochures, institution's Internet sites, and newsletters.*
- Convey the message of equal opportunity in all photographic and graphic materials used to provide program or program-related information.

#### Training

- Annually train front-line staff on basic civil rights requirements.
- Front-line staff includes all staff that interacts with participants and or process applications for benefits.