

ILLINOIS STATE BOARD OF EDUCATION

NUTRITION AND WELLNESS 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 7 CFR Part 16.

Any questions regarding the civil rights requirement of SFSP should be directed to the Illinois State Board of Education, Nutrition and Wellness Division, 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 gathered through fall housing report, census data, and/or demographic maps and are updated annually by county 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.

Examples include seating arrangements, serving lines, services and facilities, or assignment of eating period.

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Public Notification

- Inform the general public, potential eligible populations, and grassroots organizations about SFSP or any changes to SFSP.
- Include the required non-discrimination statement below and the procedure for filing a complaint on all printed SFSP informational materials, besides menus, that provided to the public:

- Display in a prominent place a USDA-And Justice For All 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 the Nutrition and Wellness Division, Illinois State Board of Education at 800/545-7892 or by emailing cnp@isbe.net.

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.

A SHORTENED STATEMENT CAN BE USED IN RARE CASES. THIS SHORTENED VERSION CAN'T BE USED JUST BECAUSE IT WILL NOT FIT ON THE DOCUMENT, YOU MUST DETERMINE WHO THE AUDIENCE IS AND IF THE FULL STATEMENT IS NEEDED

This institution is an equal opportunity provider

- 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

- Training is required on an annual basis for administrative and front line staff.
 - Examples of training materials include this brochure and a PowerPoint presentation found on our website at <https://www.isbe.net/Pages/Summer-Food-Service-Program-Resources.aspx>

