

CIVIL RIGHTS / LIMITED ENGLISH PROFICIENCY (LEP) CHECKLIST

SFA Name:	
Reviewer's Name:	

Directions: Use this checklist to assess the SFA's LEP compliance. Review any materials used to collect and provide guidance to the LEP populations served at the district level.

Civil Rights/LEP	Yes	No
Is the most current USDA "And Justice for All" poster displayed? Poster must be no smaller than 11 x 17, in color green (AD-475A) and printed by USDA (if needed, there are 20 other translated versions available at https://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translators).		
Is the nondiscrimination statement posted on the food service website?		
School district informed individuals with limited English proficiency about free language assistance services and how to request them, if applicable.		
Are the instructions for obtaining qualified interpreters readily available to staff?		
Is the school district familiar with USDA's "I Speak" documents to assist with helping parents/guardians determining the language they are most comfortable speaking? www.fns.usda.gov/cn/translated-applications or https://web.archive.org/web/20140826055525/http://www.cultureconnectinc.org/ispeak.html		
Handling Civil Rights complaints require a complainant to complete a discrimination form. Does your staff know how to handle complaints and where to obtain the complaint form?		

Note: This unofficial form is to be used for technical assistance only.

This institution is an equal opportunity provider.

June 2021