

Office of Health and Nutrition (OHN)  
**Civil Rights Compliance Worksheet**

<b>SFA Name:</b>	<b>Contact Name:</b>	<b>Date:</b>

The United States Department of Agriculture (USDA) regulations prescribe to each School Food Authority (SFA) responsibility regarding civil rights compliance in the Child Nutrition Programs (CNP). The checklist provides an overview of these requirements. **Complete this form each year by December 15<sup>th</sup> and retain in your program files for audit/review purposes.**

	YES	NO	N/A
1. Is the complete nondiscrimination statement included on the parent letter and all other printed materials?			
2. Have any complaints of discrimination (written or verbal) been received this school year?			
3. If “yes” to question #2, have they been acted upon according to the sponsor’s written procedures?			
4. Is the nondiscrimination poster displayed at the Point of Service (POS) in each school?			
5. Are program materials printed in a language other than English, if needed? If applicable, please provide a copy.			
6. Does your admission procedures restrict enrollment of minority persons?			
7. Are disabled students, including those with special dietary needs, provided program benefits as appropriate?			

You are not required to use this tool but it is strongly encouraged by OHN. Complete the following chart for the district/school. This information should be compiled from the applications for free and reduced-priced meals, as completed by households.

For institutions not required to collect applications, enrollment information may be used (**Note:** Since it is optional for households to provide this information, data may not be available to complete this section below. Estimates of the number of approved and/or denied applications are acceptable.)

	Number Approved for Free/Reduced- Price Meals	Number Denied for Free/Reduced- Price Meals
<b>ETHNICITY</b> (Select one.)		
Hispanic or Latino		
Not Hispanic or Latino		
<b>RACE</b> (Select one or more regardless of ethnicity)		
Asian		
American Indian or Alaska Native		
Black/African American		
White		
Native Hawaiian or other Pacific Islander		
<b>TOTAL</b>		