

## CIVIL RIGHTS

Collection of Data – Parents should be completing the Ethnicity and Race at the top of the Child Enrollment Form. This data is used to ensure that your home is not discriminating against children based on their Ethnicity or Race. If the parent does not complete this section, the provider must determine an Ethnicity and Race, based upon a visual assessment.

As part of the CACFP your home must comply with all civil rights issues. Families must not be discriminated against based on their race, color, national origin, sex, age or disability.

**To comply with the Civil Rights Act you need to put the following Non-Discrimination Statement in your Handbook or any other print materials you give to the parents in your care. The USDA non-discrimination statement below contains important information on what forms of discrimination the USDA prohibits. It also provides information on how a parent/guardian or provider would file a civil rights complaint of discrimination.**

*The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing 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.*

Also, be sure to show diversity and equal opportunity in all photos and graphics you use on your website and other print materials. Please contact our office if you ever need assistance or have question(s) on what is considered reasonable accommodations.

The Michigan Department of Education (MDE) developed a free Civil Rights on-line course. To register and take the class, visit [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp), scroll down to the training section, and click on Civil Rights E-Learning Course. You may see two courses, they are the same.

## **PROVIDER INCOME ELIGIBILITY STATEMENT**