



DEPARTMENT OF EDUCATION


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November 8, 2023

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD 
Education Associate, Nutrition Programs

RE: **SY 2023-2024 Operational Memo #17**
Civil Rights Compliance Form

Attached to this memo is the Civil Rights Compliance Form. All School Food Authorities (SFAs) need to submit a completed Civil Rights Compliance Form annually.

The following serves to provide instruction for completing the chart in number nine of the Civil Rights Compliance Form:

- For Local Education Agencies (LEA) that are operating 100% Community Eligibility Provision (CEP), the chart in number nine is not applicable; however, you must obtain a report from your LEA reporting the ethnicity and race of the student population. All LEAs are required to maintain and report this information per the United States Department of Education (DoEd). In addition, the categories listed in number nine's chart match exactly the categories that the DoEd requires.
- For LEAs that are not operating 100% CEP, you will need to complete the chart in number nine of the form. If this information is not available as part of your Point of Service (POS) software, you will need to review the approved and denied meal benefit forms on file and/or work with the LEA office to identify the ethnicity and race of the students who were approved and denied meal benefits based on the submission of a meal benefit form.

Please submit the completed form to schoolnutrition@doe.k12.de.us by December 28, 2023. If you have questions, please call the office at 302-857-3356.

Attachment: Civil Rights Compliance Form

cc: Nutrition Team

**School Support Services
School Nutrition Programs
Civil Rights Compliance**

SFA Name: _____

School Year _____

The USDA regulations outline each school's responsibility regarding Civil Rights Compliance in the School Nutrition Programs. The following checklist furnishes a quick overview of the requirements.

	YES	NO	COMMENTS
1. Is the mandatory USDA nondiscrimination statement included on the program application form(s), notice of eligibility, notices of adverse action, program webpage, and all other program materials provided to applicants, participants, and the general public?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the nondiscrimination poster displayed in a prominent place in each school?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is program information made available to the public (public announcement)?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have any complaints of discrimination been received within the last year against any of the School Nutrition Programs? (Complaints of discrimination are based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.) If so, were the complaints immediately forwarded to the School Nutrition Program Office at the Department of Education?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there a need for program materials to be printed in a language other than English? If so, what other languages are necessary? _____	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are interpreters made available when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is Civil Rights training provided to frontline staff on an annual basis? If so, please provide the date of the last training: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are reasonable accommodations made in existing policies, practices, and procedures to accommodate persons with disabilities (including providing reasonable accommodations in the meal service)?	<input type="checkbox"/>	<input type="checkbox"/>	

9. Complete the following chart

<i>*If precise numbers cannot be obtained, an estimate by a school official should be used. This form should be duplicated and completed each year. The completed form will be reviewed during the course of an administrative review.</i>	Number Approved for Free/Reduced Price Meals	Number Denied
Ethnicity (select one)		
Hispanic or Latino		
Non-Hispanic or Latino		
Total (must equal total number of participants)		
Race (select all that apply)		
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
Total (must at least equal the total number of participants, but could be higher since a student can be placed in more than one race category)		

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