

**New Jersey Department of Agriculture
Division of Food and Nutrition
Child and Adult Care Food Program**

CACFP CIVIL RIGHTS COMPLIANCE SELF-ASSESSMENT

CIVIL RIGHTS COMPLIANCE REQUIREMENTS	YES	NO	COMMENTS & IF NO, INCLUDE DATE AND PLAN TO COMPLETE COMPLIANCE.
1. Have staff members receive the required annual training on the approved civil rights and complaint procedures?			
2. Does your institution have documentation of civil rights training?			
3. Is the current "...AND JUSTICE FOR ALL" poster displayed prominently in all service areas (sites and applicable administrative offices)?			
4. Is the current official version of the USDA nondiscrimination policy statement included on all organization materials (parent handbooks, brochures, fliers, promotional materials, menus) that mention USDA or the CACFP?			
5. Does your institution provide written materials and translations of written materials, and/or translators of interpretive services, as needed to convey CACFP benefits to all participants and potential participants and family without regard to 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 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?			
6. Are civil rights complaint forms available at all sites and applicable administrative offices?			
7. Does your institution have an established written procedure to receive complaints alleging discrimination?			
8. Is a civil rights complaint log maintained at all sites or a procedure in place to document complaints at a central location?			

Printed Name of Person Completing Assessment: _____

Signature: _____ Date: _____