

## 2014-15 CHILD AND ADULT CARE FOOD PROGRAM CIVIL RIGHTS DATA COLLECTION FORM

1. Compile the following data each agreement year and retain for five years along with other program documents. Do not send this form to the Child and Adult Care Food Program; keep the completed form on file for review.
2. Use the following statement on each form that is necessary for a participant to enroll in the Child and Adult Care Food Program. (This includes all forms and flyers that parents or the general public use and/or see.)

*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 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.)*

*To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usdagov/complaint\\_filing\\_cust.html](http://www.ascr.usdagov/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.*

Peel and stick non-discrimination statements are enclosed for your use. This statement should be in a prominent place in each publication, i.e., leaflets, brochures, bulletins, and newspaper announcements.

3. Radio and television announcements about the Child and Adult Care Food Program should state:  

**"CACFP is an Equal Opportunity Program."**
4. If using photographs and other graphics on printed information or on television, they must convey the message of equal opportunity by picturing participants of different minority groups.
5. The non-discriminatory poster "...And Justice for All" must be displayed in a prominent place.
6. If applicable, provide appropriate translation of information such as application materials, eligibility criteria, benefits available, and other program information, upon request, to non-English speaking potential participants.

TOTAL	ETHNICITY:				
	Hispanic or Latino		Not Hispanic or Latino		
ENROLLED PARTICIPANTS					
POTENTIAL PARTICIPANTS					
TOTAL	RACE:				
	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
ENROLLED PARTICIPANTS					
POTENTIAL PARTICIPANTS					

**Spanish, Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

The source(s) of this data (e.g. city census data, county census data, etc.) is:

1. Enrolled Participants \_\_\_\_\_
2. Potential Participants \_\_\_\_\_

The data collected for CACFP fiscal year \_\_\_\_\_ by: \_\_\_\_\_ Date \_\_\_\_\_

*(Institution Representative)*