

To: Authorized Representatives of Child Nutrition Programs
School Nutrition Programs
Child and Adult Care Food Programs
Summer Food Service Program

From: Child and Adult Nutrition Services

Date: March 15, 2022

Subject: Civil Rights

Memo Number: SNP 206-2
CACFP 206-2
CACFPDCH 206-2
SFSP 206-2

This memo replaces the previous memo on this topic dated August 10, 2017, memo number(s) SNP 206-1, CACFP 206-1, CACFPDCH 206-1, SFSP 206-1. The purpose of this memo is to provide civil rights guidance for Child Nutrition Programs (National School Lunch, School Breakfast, Afterschool Snack, Special Milk, the Child and Adult Care Food Program, and the Summer Food Service Program) and Food Distribution Programs.

This information should be shared with the person responsible for administration of the child nutrition and/or food distribution program and the original should be placed in the numbered memo notebook from Child and Adult Nutrition Services. Questions should be referred to a Child & Adult Nutrition Services staff member.

The Civil Rights Division of the United States Department of Agriculture, Food and Nutrition Service oversees Civil Rights for Child Nutrition and Food Distribution Programs. Program sponsors receiving federal money must implement Civil Rights regulations and requirements so that program benefits are provided to all eligible persons in a nondiscriminatory and equitable manner. Sponsors and local agencies must also provide participants with free accommodations in a language or alternative format they can understand (e.g. auxiliary aids and services). <https://www.fns.usda.gov/civil-rights>

FNS Instruction 113-1 governs Civil Rights in the Child Nutrition Programs, Food Distribution Programs, Supplemental Nutrition Assistance Program (SNAP), and Special Supplemental Program for Women, Infants, and Children (WIC). The full Instruction 113-1 can be accessed at <https://www.fns.usda.gov/fns-instruction-113-1>. Please note that not all protected classes apply to all programs.

Sponsors and local agencies must participate in Civil Rights training and provide civil rights training for all employees on an annual basis. Training materials are available on the CANS-DOE website.

“And Justice For All” posters issued by the USDA are to be posted in dining and service areas or other appropriate areas where clients access services. These posters include the nondiscrimination statement and give participants the procedure for filing a complaint.