

Civil Rights Compliance & Other Requirements

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to comply with the following civil rights obligations and to provide information as follows:

- **Collection of Race and Ethnicity Data:** Sponsors are required to collect race and ethnicity data once a year for the CACFP. Visual observation and identification is not an allowable practice to use to collect the data. The preferred method is self-identification and self-reporting. CACFP sponsors should explain the importance of this data to participants as they encourage them to self-identify and self-report. CACFP sponsors may also obtain race or ethnicity data from other sources in which the respondent has self-identified race or ethnicity such as school databases.
- **Display the “*And Justice For All*” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Display “*Building for the Future*” flyer in a prominent location or “*Building for the Future*” pamphlet.** This pamphlet explains the CACFP, who is eligible, the kinds of meals served, and types of centers that serve the meals. Both are available at: www.health.mo.gov/cacfp - Publications.



- **Annual Civil Rights training for CACFP sponsors and staff.** Online training is available on our website at: www.health.mo.gov/cacfp.
- **USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians.** If the center has a parent handbook or a policy booklet which indicates that the center is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint must be included and is available at: www.health.mo.gov/cacfp - USDA Nondiscrimination Statement.
- **Discrimination Complaint Filing.** The USDA prohibits discrimination in Child Nutrition Programs (CNPs) based on: race, color, national origin, age, sex, disability, and religion. If you believe you experienced discrimination when participating in a USDA program, you may file a complaint. Civil rights complaint filing information is located at: <https://www.usda.gov/oascr/complaint-resolution>

- Forward complaints of alleged discrimination to the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA). All complaints of discrimination, written or verbal, including anonymous complaints, must be forwarded to the DHSS-CFNA within four days of receipt. Provide all available information and details. The toll-free number is 800-733-6251.

- **WIC Program Information.** “Missouri WIC Works” outreach poster is not required, but can also be displayed in your center to share the benefits of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) with parents and guardians. The poster is located at: www.health.mo.gov/cacfp - Publications.