

Civil Rights Presentation Notes

Below are notes associated with the specific Civil Rights Presentation slides posted on the CANS webpage. If a slide is not listed, there are no notes associated with the slide. Please use the notes, along with the civil rights resource, to conduct training for your agency.

Slide 4: Look at your office environment, when viewed in it's entirety, is accessible and available to all eligible populations? i.e., telephone (TDD), applications, forms, other resources and reasonable accommodations per request

Slide 6: Examples of discrimination?

- refusal to announce program publicly so that all potential eligible persons are made aware of program
- Refusal to provide program information in languages other than English
- Refusal to provide program participants information on how to file a complaint

Slide 10: these areas are common to all federally assisted programs, although the Food Distribution Program (FDP) is exempt from race/ethnicity data collection

Slide 11: There's specific language that confirms that the signees agree to comply with Civil Rights regulations. This can be found in **FNS 113-1** instruction. Please consider locating and bookmarking FNS 113-1 for future reference.

Slide 16: This information can be easily accessed on Census.gov

Slide 17: The Emergency Food Assistance Program and Commodity Supplemental Food Program

Slide 19: Indicators of possible Civil Rights issues may include:

- An unusual fluctuation in the participation of racial or ethnic groups in a service area
- A number of discrimination or other complaints filed against the entity/local agency/SFA
- Complaints from grassroots organizations, advocacy groups, elected officials, or other parties
- Unresolved findings from earlier civil rights reviews

Slide 20: Food Nutrition Services (FNS) Civil Rights Division (CRD) and Department of Justice (DOJ) also has the authority to conduct reviews at entities where there are indications of serious civil rights problems.

An example of this would be if diversified and minority populations are present in an area, but these populations are not participating in the program, this would be a 'red flag'.

Slide 28: How do you find the answer to this question?

- Segregation of people by race, national origin, etc
- Hostility/rudeness to people of particular race, national origin
- Lots of assistance to one group and not to another

Slide 30: Each state agency, local agency or other sub-recipient that distributes program benefits and services must take specific action to inform potential eligibles, applicants and participants, of their program rights and responsibilities and the steps necessary for participation.

1. Applicants and participants must be advised at the service delivery point of their right to file a complaint at the federal level, and how to file a complaint and the complaint procedure
2. All informational materials and sources (including websites, brochures, posters etc) must post the applicable nondiscrimination statement or the shorter version if the material qualifies
3. Each state/local/sub recipient serving the public must take the following action to inform the general public, potential eligible populations, community leaders, grassroots organizations and referral sources about FNS programs and applicable civil rights requirements

Slide 31: An important reason for collecting race/ethnic data is so that you can compare it to Census data and target populations for outreach.

If you don't gather race/ethnic data on program applicants and participants, check civil rights requirements for the program.

Slide 35: Remember to check that it's the correct statement. There have been several versions the last few years.

The rule is that if the materials mention any child nutrition program, it has to have the statement. What kind of CNP information do the sponsoring agencies distribute? Website, Postcards, Handouts, Letters, Brochures, Menus sent home, Advertisement of any sort

Slide 40: This should be checked on an annual monitoring visit.

Slide 42: Self-evaluation of poster display area.

Slide 43: Annual training is required, along with documentation of attendees, topics covered, and date of training.

Slide 51: Generally speaking, if it mentions one of the protected classes, or the word discrimination, or some indication that the person thinks they were treated in an undesirable way.

If you're not sure, the best thing to do (legally) is to file a complaint.

Its ok if the complaint is resolved at the lowest level – as long as the person is informed of their right to file, so they have a choice. If they come directly to FNS, FNS will contact the State to let them know there will be an investigation, and include the State in the resolution. An inquiry consists of interviews of the complainant, anyone involved at the local and state levels, any witnesses, and a relevant grassroots/minority organization.

Slide 56: Go to www.USDA.gov/fbci/programfns1.htm1

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