



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**

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Office for Elementary, Middle, Secondary and Continuing Education  
School Operations and Management  
Child Nutrition Program Administration  
Room 55, Albany, NY 12234-0055  
(518) 473-8781

September 2006

TO: District Superintendents  
Superintendents of Public Schools  
Chief Administrators of Nonpublic Schools  
Executive Directors of Residential Child Care Institutions  
New York City Department of Education

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Child Nutrition Program Civil Rights Requirements

The United States Department of Agriculture, Food and Nutrition Services (FNS) is required to comply with the regulations of the United States Office of Civil Rights. School food authorities that receive federal funds such as Child Nutrition Program lunch, breakfast, snack, or milk reimbursements must collect data specific to their operations regarding non-discrimination and civil rights. If you are a facility with a changing population, you still must complete this form reflecting the number of students and resident minors eligible at that time.

The enclosed Civil Rights Compliance Report is an annual data collection requirement and must be completed and kept on file in your district, school or residential childcare institution. In addition, a non-discrimination poster (e.g., "Justice for All") must be on display in all buildings where Child Nutrition Programs are in operation. Federal and State reviewers are required to observe the poster and check the Civil Rights Compliance Report to see that it has been completed and signed when they visit.

Your cooperation is appreciated. To obtain "Justice for All" posters, please send an e-mail to Dechelle Johnson at [djohnso2@mail.nysed.gov](mailto:djohnso2@mail.nysed.gov) or call her at (518) 474-3279 or contact a child nutrition representative in your respective Child Nutrition Program office.

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**The University of the State of New York  
The State Education Department  
Free and Reduced Price Meal Participation Data  
Civil Rights Compliance Report**

The United States Department of Agriculture regulations outline each school food authority's responsibility in regard to civil rights compliance in child nutrition programs.

This form is required to be completed annually (additional copies should be reproduced locally) and kept on file for three years. **DO NOT SEND COMPLETED FORMS TO THE EDUCATION DEPARTMENT.** Data on the forms will be examined as part of the Department's coordinated review process.

The information on this form shall be available only to authorized State and federal personnel during reviews, or as part of a Federal Office of Management and Budget approved survey.

According to the federal regulations, data for the completion of this form shall be obtained by a school official through any of the following methods: Observation; personal knowledge; or voluntary self-identification by an applicant when completing a free and reduced price meal application.

The following checklist contains the civil rights requirements governing your child nutrition program. Please complete the checklist and the participation section immediately following it.

1. Program information is distributed by the Public Announcement..... Yes  No
2. The letter to parent outlining the availability of program benefits contains:  
The required nondiscrimination statement..... Yes  No  
Information on where a complaint may be filed..... Yes  No
3. Any complaints (written or verbal) received during the school year are conveyed to Frances O'Donnell, Coordinator of the Child Nutrition Program Administration team in the State Education Department..... Yes  No
4. The nondiscrimination poster is displayed in a prominent place in each building.....  Yes  No
5. If there is a need, program information materials are printed in a language other than English..... Yes  No

**Complete the following table providing estimates where actual numbers cannot be obtained.**

Racial/Ethnic Category	Application for Free* & Reduced Price Meals Number Approved	Number Denied
Asian or Pacific Islander		
Black (Not Hispanic)		
Hispanic		
White (Not Hispanic)		
Other		

\* Includes applicants eligible through Direct Certification

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Year

**THIS REPORT SHOULD NOT BE SENT TO THE STATE EDUCATION DEPARTMENT. IT SHOULD BE KEPT ON FILE IN YOUR DISTRICT FOR REVIEW BY AUTHORIZED FEDERAL AND STATE PERSONNEL.**