

## REQUIREMENTS FOR CIVIL RIGHTS COMPLIANCE

1. Make available to all providers a supply of Building For The Future fliers for distribution to parents of enrolled children and parents interested in enrolling their children. Providing the information contained in the flyer meets the requirements for displaying the nondiscrimination poster in the home situation and gives the procedure for filing a complaint concerning the program or program activities.
2. Have the capability of providing information materials in the appropriate translation concerning the availability and nutritional benefits of the Child and Adult Care Food Program (CACFP), as needed. You must make the translations available if requested.
3. Make available program information to the public upon request. Upon initial visits, parents of potential beneficiaries shall be given specific program information which is pertinent to their children's receipt of benefits under the program.
4. Once a year, you are required to determine the number of potential eligible children by ethnic and racial category for the area served by your organization. You need to maintain this information in your files for three years, and this will be checked during the civil rights review of your program. Some suggestions on where to obtain this data would be your local school or Department of Social and Health Services (DSHS) Community Services, Washington State Department of Labor and Industries, the local chamber of commerce, or the city or county planning departments.
5. In addition, once a year you are required to collect actual data by ethnic and racial group for each family day care home under your sponsorship. This could be collected during your home monitoring visit by visually identifying a child's ethnic and racial group. Alternatively, the parents of a child may be asked to identify the ethnic and racial group of his/her child, provided the parent is advised that response is voluntary. We have revised the suggested enrollment form to include a question on the ethnic and racial group to which the enrolled child belongs. Immediately after this question on the form will be a statement assuring the parents that the collection of this information is strictly for statistical reporting requirements and has no effect on their eligibility to receive the benefits of the program.
6. Make someone available at the office level to provide reading and writing assistance to visually impaired persons coming into the office unless the persons prefer assistance from a companion. Ensure that disabled persons with hearing impairment receive an equal opportunity in all U.S. Department of Agriculture (USDA) program activities and that staff is available to assist when the need for this degree of communication exists.
7. Inform providers they must either accept disabled children brought to them for care or have them referred to another provider who will accept them for the same remuneration. Referrals will be made by the provider's sponsoring organization.