

_____/_____/_____
Location – Center Name Date of training Employee position

Topic: CACFP procedures/Civil Rights

Employee Name

I certify that I have taken this training: _____ Signature Date

CACFP Procedures:

TRUE FALSE

- ___ ___ 1. Classroom Attendance and Meal Counts are the same type of attendance.
- ___ ___ 2. When marking meal counts, you must wait until the child has the proper type of meal.
- ___ ___ 3. Classroom attendance can be taken at any time during the day.
- ___ ___ 4. Serving Family Style is when the plate is prepared by the teacher or cook, then placed in front of the child.
- ___ ___ 5. Children on the CACFP are reimbursed for one meal and one snack only.
- ___ ___ 6. Children should never be offered seconds.
- ___ ___ 7. A child may be served an alternate food item if there is a Doctor’s documentation.
- ___ ___ 8. Children may substitute water for milk at lunch.
- ___ ___ 9. Cookies may be served for snack time only.
- ___ ___ 10. Children must eat everything on their plate for the center to earn a reimbursement.
- ___ ___ 11. The CACFP requires you to meet minimum serving requirements per food group.
- ___ ___ 12. All meats must be CN Label.
- ___ ___ 13. Only low-income children qualify for a reimbursement.

Civil Rights for Special Nutrition Programs:

True False

- ___ ___ 1. The Special Nutrition Programs receive both federal and state tax dollars; therefore, the funds are to be used for the benefit of all eligible persons.
- ___ ___ 2. The Americans with Disabilities Act affects only persons with recognizable disabilities.
- ___ ___ 3. To treat someone differently than others to deny persons access to employment, facilities or services is prejudice.
- ___ ___ 4. The same civil rights laws affect SNP contractors as the Department of Human Services.
- ___ ___ 5. The USDA “And Justice for All” and State equal rights posters only need to be displayed in the administrative office of your agency.
- ___ ___ 6. Each center must have a written complaint procedure.
- ___ ___ 7. When you receive a civil rights complaint, all you need to do is handle it and note it on a piece of paper for your files.
- ___ ___ 8. If you have a child of mixed racial background, you may categorize that child according to appearance or the group with which he/she mainly identifies.
- ___ ___ 9. You may not discriminate against program participants, or those with disabilities who seek services on behalf of the program participants.
- ___ ___ 10. In order to facilitate access to employment, facilities and services, you may have to provide reasonable accommodation.
- ___ ___ 11. If meal services to a program participant cannot be provided at your facility, you must provide an alternate method of assuring meal service to that person.
- ___ ___ 12. You may not charge a fee for persons who require special meals.
- ___ ___ 13. If a parent or staff member has a civil rights complaint. I must provide written documentation showing how they are to make a civil rights complaint.

NOTE: Please use the following document to provide assistance with a civil rights complaint.

This facility is currently contracted with Southwest Magic Food Program ADDRESS REQUIRED, Fresno, TX 77545 to participate in the Child and Adult Care Food Program.

Contact the office at (713) 291-5992 with any questions or concerns.

Place your facility's name, address and phone number in this section:

If you feel that you have a legitimate civil rights complaint, please note the following:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

(Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU.

(USDA, siglas en ingles), se prohíbe a este organismo las discriminación por raza, color, origen nacional, sexo, edad, región, creencias políticas, o impedimentos de las personas, (No todas OAS bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.