SOUTHERN OREGON
HEAD START

Civil Rights

PROCEDURE / APPROACH

Civil Rights regulations intend to assure that benefits of the Child and Adult Care Food Program (CACFP) are available to all eligible persons

---

HEAD START PROGRAM PERFORMANCE STANDARDS:
1302 USDA CACFP Regulation:
Chapter 11 Section A

Procedure

Civil Rights regulations ensure that benefits of the Child and Adult Care Food Program (CACFP) are available to all eligible persons. This includes:

- Making every effort in recruitment and enrollment procedures to allow equal participation by all eligible participants and potential participants regardless of race, color, national origin, sex, age, or disability. LEP (Limited English Proficiency) accommodations will be provided.

- Distributing the Confidential Income Statements (CIS) and the Letter to Households and approving CIS in a way that is fair to all and does not discriminate based on race, color, national origin, age, sex, or disability. LEP (Limited English Proficiency) support will be provided.

- Meals will be served in a way that allows equal participation regardless of race, color, national origin, age, sex, or disability.

- Civil Rights Complaint forms are at each site. Forms are distributed by the Area Manager on request and returned to the Human Resource Director upon completion. All complaints are documented with the date the complaint was received, a description of the complaint, name of complainant (optional), date the civil rights

complaint form was completed and returned, and date the complaint form was forwarded to ODE. The log of Civil Rights Complaints will be used for this purpose.

- All civil rights complaints are forwarded to the ODE within 3 working days of receipt.

- When a potential civil rights complaint is received by the ODE-CACFP, sponsor staff should contact the Human Resources Director.