

Civil Rights

Policy/Procedure

SOCFC is committed to upholding civil rights regulations in accordance with Federal and State Law. Civil Rights regulations intend to assure that the benefits of the Child and Adult Care Food Program (CACFP) are available to all eligible persons. SOCFC will:

1. Promote diversity, equity and inclusion within SOCFC and all operations pertaining to its programs.
2. Prevent discrimination based on race, color, national origin, sex, disability, age or any other protected characteristic in any aspect of program operations. SOCFC will provide meaningful LEP (Limited English Proficiency) access to the information and services we provide.
3. SOCFC will provide reasonable accommodation to individuals with disabilities to ensure quality access to services and facilities.
4. Establish procedures for addressing complaints of discrimination promptly and effectively.
5. Ensure transparency and accessibility of civil rights information and procedures at all 0-5 SOCFC Head Start Centers.

Head Start Program Performance Standards:

1302.34(b)(9)

FNS SP37-2016;

Title VI of the Civil Rights Act of 1964

ODE/CACFP Policy & Procedure Manual Chapter 12

Procedure

- Display the “And Justice for All” poster at every center location.
- Ensure that all program materials, including pamphlets for families, for the public, websites, applications, and job announcements contain the non-discrimination statement required by the USDA/CACFP.
- Follow USDA guidelines regarding the use of the long or short versions of the non-discrimination statement as appropriate for different materials and contexts.

- The Site Managers of each Head Start Center will maintain a current civil rights binder.
- The civil rights binder will contain:
 - Detailed explanations of the protected classes.
 - Contact information for the Agency's Civil Rights Coordinator, the current Nutrition Department Manager. Contact information for ODE Civil Rights information.
 - A complaint log documenting all civil rights complaints received and their resolutions.
 - The complaint process outlines steps for submitting a complaint.
 - Signed training logs indicating that all new employees have received civil rights training upon hire and that all agency staff complete annual refresher training.
- SOCFC will ensure that all facilities, programs, and activities are accessible to individuals with disabilities.
- Provide reasonable accommodation to enable full participation in Head Start services.
- Distribute 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.
- Meals will be served in a way that allows equal participation regardless of race, color, national origin, age, sex, or disability.
- Post the following statement at Center sites and the SOCFC website: "SOCFC serves children & families without regard to race, color, national origin, sex, age, and disability. Persons with disabilities and limited English proficiency (LEP) have the right to free language assistance and accommodations. SOCFC will provide reasonable assistance and accommodation upon request. For more information, please call (541) 734-5150 to be directed for support."