



Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(518) 473-8781 Fax (518) 473-0018
www.nysed.gov/cn/cnms.htm

Free and Reduced Price Meal Participation Data Civil Rights Compliance Report

The United States Department of Agriculture regulations outline each local education agency's (LEA's) responsibility in regard to civil rights compliance in child nutrition programs.

This form is required to be completed annually **ONLY** if the data is not collected by another department within the LEA, and it is to be 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.

Complete the following table (providing estimates where actual numbers cannot be obtained) of all potential recipients (not just free and reduced price eligible children) that will participate in the program(s).

Facility (Name of school, residential child care institution, correctional facility, etc.)

Ethnicity

Hispanic or Latino

Not Hispanic or Latino

Race

American
Indian or
Alaskan
Native

Asian

Black or
African
American

Native Hawaiian
or Other Pacific
Islander

White

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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.