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**Subject : Civil Rights Policy and Procedure**

**Source: Performance Standard 45 CFR Section 1304.23 .**

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**Policy**

Civil Right regulations are intended to assure that the benefits of the Child and Adult Care Food Program are made available to all eligible persons. In recruiting and enrollment procedures we will make every effort to allow equal participation by all eligible and potential participants regardless of race, color, national origin, sex, religion, age, or disability.

**Regulation:**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age and disability. A non-discrimination statement must be included in the parent handbook and the employees' handbook or anywhere that mentions CACFP or USDA menus and any flyer that is sent home to the parent.

Each facility must display the poster, "And Justice for All" where parents, adult participants and the general public can see and read it.

**Procedure**

The Procedure and Complaint forms will be located in the "AND JUSTICE FOR ALL" folder.

The procedure is:

1. Civil Rights Complaint received by Early Head Start employee.
2. Civil Right Complaint is documented in Civil Rights Complaint Log by the program secretary.
3. The employee will give the Civil Right Complaint Form and will help the person complete the Civil Rights Complaint Form with Complainant. Translation will be available if needed.
4. If Complainant returns the Civil Right Complaint Form to Early Head Start, the program secretary will forward the Civil Right Complaint to:

**U.S. Department of Agriculture  
Director, Office of Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410**