**Civil Rights Responsibility and Rights Sharing and Notification Procedure**

**Implementation Date**: November 2018

**Revised Date**: June 2020

 **Next Review Date**: June 2021

**Purpose**:

To provide a consistent plan to ensure sub-recipients are trained and provide correct notification of their Civil Rights and Responsibilities per FNS -113 Section IX by State Agency Staff.

**Applicable Audience**:

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| Office | Division | Section | Position |
| School Finance & Operations | Child Nutrition | NSLP, CACFP |  |
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**Definitions**:

**Civil rights** means no child shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or disability. SAs and SFAs must comply with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR 15, 15a, and 15b; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.*

**Statutes, Rules or References**:

USDA FNS 113-1

**Tasks, Responsibilities and Accountabilities**:

**Procedure**:

The Child Nutrition team will notify sub-recipients of Civil Rights Responsibility and Rights as required by FNS-113 Section IX. This will be completed in several presentation options during the School Year. The methods include but not limited to:

* 1. During Administrative Reviews
	2. Webinars produced by DOE, USDA or other acceptable organizations
	3. Face to face meeting statewide, regional or multistate
	4. On line materials, such as power point and handouts
	5. Maine DOE Child Nutrition web page
	6. Maine DOE weekly list serv updates
	7. Public media such as tv, radio, and newspaper

All material used in marketing, promoting or explaining program will include the USDA Nondiscrimination Statement (NDS) in the long or short format using the correct format as stated in FNS-113.

Guidance will be provided on elements of public notification which will include Program availability, and State and Federal filing complaints by DOE staff.

**Roles**:

|  |  |  |  |
| --- | --- | --- | --- |
| Key Contact | Position | Email | Phone Number |
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|  |  |  |  |

**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | November 2018 |
|  | Reformat | June 2020 |

Date: April 1, 2020 Manager Signature:

Date: April 1, 2020 Division Director Signature: