

MEAD SCHOOL DISTRICT  
NUTRITION SERVICES  
CIVIL RIGHTS PROCEDURE

PROCEDURE: Ensure that Civil Rights regulations, laws, instructions, policies and guidance are met within the Child Nutrition Program to assure that benefits are available to all eligible people in a non-discriminatory manner ensuring equal access to all participants.

- Provide all eligible participants the benefits of child nutrition programs in a non-discriminatory manner which includes preventing overt identification of participants eligible for and/or receiving meal benefits.
- Annually provide and complete Civil Rights training for all staff working with CNP participants or applicants.
  - Follow most current required training topics on OSPI website
  - Document training according to regulations
- Display “And Justice for All” poster where meals are served or distributed.
- USDA non-discrimination statement must be on all publications and website in full, or when not feasible the statement “This institution is an equal opportunity provider”.
- Include Mead non-discrimination statement on required documents.
- Ensure reasonable accommodations for persons with disabilities. See school board policy/procedure 5010 and 3210.
- Accommodate students with special dietary needs. School nurses will notify nutrition services director of new or changed needs and notify parents/guardians of requirement to provide a medical note from a recognized medical authority. All paperwork will go through school nurses prior to Nutrition Services.
- Notification of how to request accommodations for special dietary needs included in a letter to all households and new enrollments.
- Take reasonable steps to ensure program access and benefits to individuals with Limited English Proficiency (LEP).
- Provide Annual Household letter, Meal application, Household Information Report, Verification and other communication as deemed practical by Nutrition Director and district Communication Coordinator in the district’s top 5 major languages and available on district website.
- Nutrition Services website will include links to USDA translated applications and building staff will be reminded yearly of the location in their yearly communication in August.
- Utilize district interpreter services as needed to communicate with participants and applicants.

- Utilize district ethnicity and racial data from annual student registration as needed for reporting in WINS. This information is located in the student record system.
- Maintain a complaint log on a password secure shared drive for Nutrition Services. All complaints will be recorded on this document.

**Handling Complaints of Discrimination:**

1. Complaints of discrimination must be filed within 180 days of the alleged discrimination.
2. Complaints of discrimination should be given to the Chief Nutrition Officer of Child Nutrition Services, Office of Superintendent of Public Instruction. Chief Nutrition Officer will forward to the Food & Nutrition Service, Western Regional Office, San Francisco.
3. Complaints of discrimination may be written or verbal. Use of a form is not required for a person filing a complaint. If a person is unwilling, unable, or not inclined to put the complaint in writing, the person taking the complaint shall do so.
4. Complaint Form found on password secure shared drive under current year Civil Rights Process and Complaints and example in Kitchen Manual section 12.
5. Complaints of discrimination should contain as much of the following information as possible:
  - a. Name, address, email address, and telephone number or other means of contacting the complainant.
  - b. The specific location and name of the entity providing the benefits.
  - c. A description of a specific action that caused the complainant to believe that discrimination was a factor.
  - d. Basis on which a complainant feels that discrimination occurred (race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation to prior civil rights activity).
  - e. Names and titles, if known, and addresses of persons who may have knowledge of the discriminatory action.
  - f. The date(s) of the alleged discriminatory actions occurred or the duration of such action.