Civil Rights Complaint Procedures for

School Child Nutrition Programs

This memorandum provides school food authorities (SFAs) with a template for Civil Rights Complaint Procedures that comply with the U.S. Department of Agriculture (USDA) Child Nutrition Programs (CNP) regulations**,** as required by the [Food and Nutrition Services (FNS)](https://fns-prod.azureedge.net/sites/default/files/113-1.pdf) [Instruction 113-1.](https://fns-prod.azureedge.net/sites/default/files/113-1.pdf) This template is available at

<https://hcnp.hawaii.gov/overview/nslp/>

Click on the Civil Rights tab

Click on Discrimination Complaint Form

The requirements outlined in the Civil Rights Complaint Procedures apply to all programs and activities receiving federal financial assistance for the CNPs**,** regardless of whether those programs and activities are federally funded in whole or in part. Therefore, when a state agency, local agency, or any other subrecipient agrees to administer FNS program services and benefits, they enter into a contractual agreement (i.e., federal/state agency agreement or state agency/local agency agreement) known as the Single Agreement, to adhere to all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery.

SFAs must use the Civil Rights Complaint Procedures template as provided. The SFA’s Civil Rights Complaint Procedures will be reviewed for compliance during the CNP Administrative Review.

SFAs should appoint a staff member to act as the civil rights contact person responsible for fielding, processing, tracking, and forwarding complaints for the CNPs in compliance with FNS regulations. SFAs are responsible for annually training all staff who interact with program applicants and participants on their Civil Rights Complaint Procedures. This includes front line staff, supervisors, determining officials, verifying officials, and hearing officials.

Please share this memorandum with district administrators to ensure compliance with the federal and state regulations.

Questions may be directed to your HCNP School Nutrition Specialists.

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