



Hawaii Child Nutrition Programs  
 State of Hawaii  
 Department of Education  
 650 Iwilei Road Suite 270  
 Honolulu, Hawaii 96817

CHILD ADULT CARE FOOD PROGRAM  
 CIVIL RIGHTS COMPLIANCE  
 REPORT  
 For Fiscal Year \_\_\_\_\_

Institution: \_\_\_\_\_ Agreement #: \_\_\_\_\_

Site: \_\_\_\_\_

**This form is required to be completed annually in the month of October and kept on files for three years (DO NOT send form to Hawaii Child Nutrition Programs). This information on this form shall be made available only to authorized State and Federal personnel during reviews, or as part of a Federal Office of Management and Budget approved survey.**

Ethnic Categories	Number of Participating Children
<b>Hispanic or Latino.</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	
<b>Non-Hispanic or Latino</b>	
Racial Categories	Number of Participating Children
<b>American Indian or Alaska Native.</b> A person having origins in any of the original peoples of North and South America, (including Central America), and who maintains tribal affiliation or community recognition.	
<b>Asian.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<b>Black or African American.</b> A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	
<b>Native Hawaiian or Other Pacific Islander.</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<b>White.</b> A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	
<hr/> Administrator/ Director's Signature	<hr/> Date

# Instructions for Completing the Civil Rights Compliance Report

The Institution should complete this form for each site under its sponsorship each year. For all other sites, the institution must count the participating children at least once during the federal fiscal year ( i.e.: attendance and enrollment study month).

The institution **MAY NOT USE** visual identification to determine a participant's racial or ethnic category. Parents or an Adult participant may be asked to identify the racial or ethnic group of their child(ren) or self.

Census or Community Data may be used if "voluntary self reporting" is unavailable.

To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first.

Respondents shall be offered the option of selecting one or more racial designations.

The institution must retain racial or ethnic data, as well as documentation for the data for three years and must safeguard this information to prevent its use for discriminatory purposes. Access to Program records containing racial or ethnic data should be limited to authorized personnel. The Institution will allow USDA federal or State personnel to access data when performing administrative reviews.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.