



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
**HAWAII CHILD NUTRITION PROGRAMS**  
650 IWILEI ROAD, SUITE 270  
HONOLULU, HAWAII 96817  
PHONE: (808) 587-3600

ALL HCNP PROGRAMS

**FOR NEW SPONSORS  
PRE AWARD  
CIVIL RIGHTS REVIEW**

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## Introduction

Child Nutrition Program benefits are available to organizations that provide nutrition services and do not discriminate on the basis of color, race, sex, age, disability or national origin. Please answer the following questions about your agency's nondiscrimination policies.

1. Indicate the name of your agency's Civil Rights Compliance Officer.
2. List the towns, neighborhoods or communities served by your organization.
3. List the ways you let your community know your nutrition services are open to all. For example, advertisements in newspapers, or posters in community locations.
4. Have any complaints or lawsuits been filed against your organization, or any facility under your administration, based on discrimination by color, race, sex (including gender identity and sexual orientation), age, disability, or national origin within the last three years?

Yes

No

If yes, explain:

5. Has any federal or state agency advised your organization, or any facility under your administration, that they were not in compliance with the Civil Rights Act of 1964 within the last three years?

Yes

No

If yes, explain:

6. Has any federal or state agency denied assistance to your organization, or any facility under your administration, because of noncompliance with the Civil Rights Act of 1964 within the last three years?

Yes

No

If yes, explain:

7. Has a civil rights compliance review been conducted for your organization, or any facility under your administration, within the past two years?

8. What number of participants at your sites fall into each ethnic category? Count.

HISPANIC OR LATINO- A person of Cuban, Mexican, Puerto Rican, South or Central South American, or other Spanish culture or origin, regardless of race.

NOT HISPANIC OR LATINO

9. How many participants attend the sites from each racial category? Count.

AMERICAN INDIAN OR ALASKAN NATIVE- A person having origins in any of the original peoples of North or South America, and who maintains tribal affiliations or community attachment (includes Central America).

ASIAN - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent. This area includes China, Japan, Korea, India, and the Philippine Islands.

BLACK OR AFRICAN AMERICAN - A person having origins in any of the black racial groups of Africa.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

WHITE - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

10. All agencies participating in the Child Nutrition Program (ie; NSLP, SFSP, CACFP) service areas announcing the availability of the sponsor's child nutrition program(s).

-The agency agrees to send the media release to the public media in each of your site's service areas within 30 days of the approval of your application and annually thereafter.

-The agency understands all written material for public distribution that mention the USDA food program must contain a nondiscrimination statement.

-The agency is in compliance with civil rights requirements.

☐ Check here if your agency does not issue a public release because of client confidentiality.

11. The agency agrees to comply with the Civil Rights Act of 1964, and the applicable program regulations such as [7 CFR 15 ; 7 CFR 210; 7 CFR 215; 7 CFR 220; 7 CFR 250; 2CFR 200; FNS Instruction 113-1 ]. See HCNP federal regulations to access

12. The agency agrees to compile and maintain civil rights related records as required by FNS guidelines or directives.

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Date and Signature of Agency Official

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Agency Name (Please Print)

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. 1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. 2. Fax: (202) 690-7442; or
3. 3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.