

4-C Community Coordinated Child Care  
CACFP Required Annual Training 2025/2026

First Trimester Handout and Assessment

10/01/2025-01/31/2026

Civil Rights

Record Keeping

Review Procedures

This training is required for all CACFP Providers and Assistants.

You may receive this training in one of two options.

Option 1: In person by your monitor during your regular review.

**Or**

Option 2: Self-study- print and return by January 31, 2026

Provider and assistants must submit a **Provider Annual Training Form** and the **completed assessment** to receive 1 hour of CACFP training issued by a certificate of completion. The First Trimester Assessment is due January 31,2026. The completed forms may be sent through email to [Kellyr@four-c.org](mailto:Kellyr@four-c.org) or can be mailed to

4-C Community Coordinated Child Care

Attn: Kelly Rodriguez

444 E. Hillcrest Dr. Suite 300

Dekalb, IL 60115

## **Civil Rights Compliance**

Civil Rights regulations are intended to ensure that the benefits of the Child Nutrition Programs (CNP) are made available to all eligible persons. This includes:

1. In recruitment and enrollment procedures making every effort to allow equal participation by all eligible and potentially eligible participants regardless of race, color, national origin, sex, age, or disability.
2. Distributing and classifying the Applications for Free and Reduced-price Meals [*Application Statement of Household Size-Income For the Child and Adult Care Food Program (Child Care Component)*] in a way that is fair to all and does not discriminate based on race, color, national origin, age, sex, or disability.
3. Serving meals in a way that allows equal participation regardless of race, color, national origin, age, sex, or disability.

### **Discriminatory practices**

When individuals or groups of individuals in a protected class (race, color, national origin, age, sex or disability) feel they have experienced discrimination based on one or more of the protected classes, the complainants should report the alleged incident(s).

### **Obligation to Offer Infant Meals in the CACFP**

All childcare providers participating in the Child and Adult Care Food Program (CACFP) must offer meals to all children enrolled for care in their facilities, including infants. A provider may not avoid this obligation by stating that the infants are not "enrolled" in the CACFP, or by citing a logistical or cost barrier to offering infant meals. When an infant is in care during the meal service period, the childcare provider must offer the infant meals that comply with program requirements. If an infant is served iron fortified infant formula or breast milk, the provider can receive reimbursement for the meal/snack. If an infant is served food in addition to the iron fortified infant formula or breast milk (which is provided by the parent/guardian), the provider will be able to claim the meal if the provider supplies any additional components.

### **"Building for the Future" Brochure**

All providers must inform parents or guardians about the program and its benefits when the children enroll in the childcare home. The "Building for the Future" flier serves as the parent notification document. This brochure must be posted in the provider's home where the parents can see it.

**Collecting and Reporting Racial/Ethnic Data: Collecting** All racial/ethnic data is confidential and must be stored in a way that protects each participant's privacy.

### **Civil Rights Complaints:**

All written or verbal complaints alleging discrimination based on race, color, national origin, sex, age, or disability shall be processed within 90 days of receipt. The Director, Office of Civil Rights (OCR), under the Secretary of Agriculture, is responsible for the handling of complaints.

**Non-Discrimination Statement:**

When the CACFP or USDA is mentioned or implied on materials directed to parents, potential participants, or public groups, the non-discrimination statement must be included in the materials. Information that mentions the CACFP or USDA meals must include the non-discrimination statement. Examples of informational materials that require this statement include: your child care policies; newsletters that are given to child care families if they reference or imply the CACFP; brochures used to advertise your child care if they reference or imply the CACFP; flyers posted to advertise your child care if they reference or imply the CACFP; and any printed or on line advertising that references or implies the CACFP.

This institution is an equal opportunity provider.

## SUMMARY OF CIVIL RIGHTS REQUIREMENTS

This brochure notifies participants of the Child Nutrition Programs (School Nutrition Programs, Child and Adult Care Food Program and Summer Food Service Program) of policies regarding civil rights and provides guidance on nondiscrimination in the administration of these programs. This brochure outlines specific responsibilities, requirements, and procedures for federally assisted programs to ensure federal, state, and local compliance with the provision of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

Any questions regarding the civil rights requirement of the Child Nutrition Programs (CNP) should be directed to the Illinois State Board of Education, Nutrition and Wellness Programs Division, 100 N. First St., W-270, Springfield, IL 62777-0001, (800) 545-7892, [cnp@isbe.net](mailto:cnp@isbe.net)



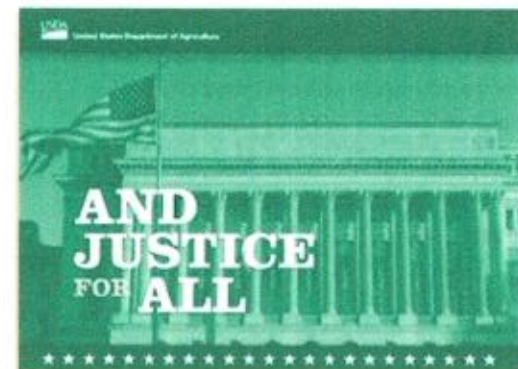
## Illinois State Board of Education

Illinois State Board of Education

Nutrition & Wellness Programs  
100 N. First St. (W-270)  
Springfield, IL  
62777

Phone: 800/545-7892 (IL Only)  
217/782-2491  
Fax: 217/524-6124  
E-mail: [cnp@isbe.net](mailto:cnp@isbe.net)

## Civil Rights: Child Nutrition Programs



The Child Nutrition Programs include the School Nutrition Programs (SNP), the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).

## Sponsor/School Food Authority (SFA) Responsibilities

### Data Collection

- Collect and maintain racial/ethnic participation documentation. The preferred method of collecting this data is through voluntary self-identification by applicants on the Household Eligibility Application or alternatively the information could be gathered through other documents or by staff observation for SNP only (not allowed for CACFP & SFSP).
- Collect and maintain data regarding the target population by racial/ ethnic category.

This information is available by county on your approval letter each year or the data may be gathered through the fall housing report, census data, and/or demographic maps.

- Maintain all program information for three years plus the current year and ensure the data is available only to authorized personnel.

### Program Operations

- Admission procedures should not restrict enrollment of minority persons.
- Program operations should not discriminate against participants based on race, color, national origin, sex, age, or disability. Examples include seating arrangements, serving lines, services and facilities, assignment of eating period, and selection of applications for verification.

Denied free and reduced-price applications should not be disproportionately composed of minority groups.

### Public Notification

- Display in a prominent place the USDA And Justice for All poster containing the nondiscrimination statement and the federal procedure for filing a complaint.

Posters may be obtained by contacting the ISBE's Nutrition and Wellness Programs Division (800) 545-7892 or emailing [cnp@isbe.net](mailto:cnp@isbe.net).

- The following nondiscrimination statement and complaint procedures are required on all printed CNP informational materials:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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)mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2)fax: (202) 690-7442; or
- (3)email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Examples of printed program informational materials include free and reduced-price meal notification letters and public releases.

- Provide information in the appropriate translation concerning the availability and nutritional benefits of the school nutrition program, as needed.

This requirement can be met through the use of bilingual staff members, volunteers, and/or informational materials in appropriate languages.

- Develop and implement a procedure to process civil rights complaints.

If persons wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at the USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

### Training

Training is required on an annual basis for front line staff.

Training materials include this brochure and a PowerPoint presentation on our website at

[www.isbe.net/nutrition/html/civil\\_rights.htm](http://www.isbe.net/nutrition/html/civil_rights.htm).

## **Civil Rights Follow Up**

1. If a Child Care Provide is participating in the CACFP who should they offer meals to?
2. What is the purpose of the "Building for the Future Brochure?"
3. What Rights are protected under the Civil Rights?
4. What categories should a person not be discriminated against?
5. Who do you file a discrimination complaint with if you have been discriminated against?