

# Nine Area of Civil Rights Compliance for Child Care Providers 4Cs

**FYY 2025-2026**

**Site # \_\_\_\_\_**

## USDA Nondiscrimination Statement

“In accordance with Federal laws and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

<p><b>1. Collection &amp; Use of Data</b></p> <ul style="list-style-type: none"> <li>• Ask parents to complete ethnic &amp; racial data for each enrolled child.</li> <li>• Record for parent if parent refuses.</li> <li>• Keep confidential</li> </ul>	<p><b>2. Effective Public Notification Systems</b></p> <ul style="list-style-type: none"> <li>• Inform prospective families of your child care home about CACFP participation &amp; benefits.</li> </ul>
<p><b>3. Complaint Procedures</b></p> <ul style="list-style-type: none"> <li>• To file a complaint write or call: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).</li> </ul>	<p><b>4. Compliance Review</b></p> <ul style="list-style-type: none"> <li>• Never discourage individuals from filing complaints or voicing allegations of discrimination.</li> <li>• Follow up complaints if the individual will not do it themselves.</li> </ul>
<p><b>5. Resolution on Noncompliance</b></p> <ul style="list-style-type: none"> <li>• Loss of program benefits &amp; Federal money from failure to cease inappropriate actions.</li> </ul>	<p><b>6. Reasonable Accommodation of People with Disabilities</b></p> <ul style="list-style-type: none"> <li>• Must be willing to learn about and make necessary accommodations for persons with disabilities on an individual basis to the best of your ability and financial resources.</li> </ul>
<p><b>7. Language Assistance</b></p> <ul style="list-style-type: none"> <li>• Program materials about your child care &amp; CACFP must be made available in languages other than English.</li> <li>• See <a href="http://www.lep.gov">www.lep.gov</a> for resources or contact your CACFP office.</li> </ul>	<p><b>8. Conflict Resolution</b></p> <ul style="list-style-type: none"> <li>• Remain calm.</li> <li>• Explain situation.</li> <li>• Get help if threatened.</li> <li>• Use alternative dispute resolution techniques such as mediation when necessary <a href="http://www.fns.usda.gov/cr/adr.htm">www.fns.usda.gov/cr/adr.htm</a></li> <li>• Use “I” messages.</li> </ul>
<p><b>8. Customer Services</b></p> <ul style="list-style-type: none"> <li>• “Treat others the way they want to be treated (or at least be aware of what that is).”</li> </ul>	

X \_\_\_\_\_  
Providers Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Co-Providers Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date