



JUVENILE JUSTICE CENTER

Policy and Procedure Manual

Title: Civil Rights in Food Services		Item: 72
Section: 7 Food Service Management		Licensing Rule: R400.10165
Effective Date: 4/2/2021	Next Review: 12/2/2025	
Revised Date:	Number of pages: 3	
Director: Chad Sharpe		Director Signature:

Policy:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the Juvenile Justice Center (JJC) will not discriminate on the basis of race, color, national origin, sex, age, disability, nor participate in any form of reprisal or retaliation for prior civil rights activity.

Procedure:

The JJC will on a yearly basis:

1. Ensure effective public notification systems by prominently displaying the United States Department of Agriculture (USDA) “And Justice for All” poster and using the nondiscrimination statement to convey equal opportunity in all photos and other graphics on websites and publications that are used to provide program-related information.

Provide information in other languages for the availability and benefits of the NSLP to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

2. Provide appropriate information in alternative formats for persons with disabilities.

3. Include the nondiscrimination statement on all appropriate Food and Nutrition Service (FNS) publications, websites, posters, and informational materials including the instructions for filing a discrimination complaint with the Secretary of Agriculture.



4. Guarantee that all children have equal access to services and facilities at the site, regardless of race, color, national origin, sex, age, or disability.
5. Establish and maintain systems for collecting and reporting racial and ethnic data. Respect for individual dignity will guide the process for collecting data on race and ethnicity. Respondent self-identification or self-reporting is the preferred method. If the applicant refuses, the JJC staff will code data based on perception. All racial and ethnic data will be stored in the JJC resident data base.
6. Follow complaint procedures, found below, that are established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants will be advised of their right to file a complaint and the complaint procedures. The Complaint form, found below, will be made available to all residents. If there are complaints, JJC will alert the Michigan Department of Education (MDE).
7. Complete Civil Rights Compliance reviews:
 - Conduct self-monitoring annually to ensure civil rights requirements are met.
 - Complete the pre-award civil rights information in the official application for Program funds, which is in Michigan Electronic Grants System Plus (MEGS+).
8. Conduct civil rights training for all staff. Specific subject areas will include:
 - *How to identify a Civil Rights Complaint*
 - *Collecting and Using Data*
 - *Effective Public Notification Systems*
 - *Complaint Procedures*
 - *Compliance Review Techniques*
 - *Resolution of Non-Compliance*
 - *Requirements for Reasonable Accommodation of Persons with Disabilities -.*
 - *Requirements for Language Assistance*
 - *Conflict Resolution*

JJC Civil Rights Complaint Procedure

1. Civil Rights Complaint received by JJC (verbal or written).
2. Civil Rights Complaint documented in Civil Rights Complaint Log.
3. JJC gives complainant Civil Rights Complaint Form and/or JJC Completes Civil Rights Complaint Form with complainant.



4. If Complainant Returns Civil Rights Complaint Form to JJC, JJC forwards Civil Rights Complaint Form to MDE School Nutrition Programs within 5 working days.

Send Civil Rights Complaints to:
Michigan Department of Education
Office of School Support Service
School Nutrition Programs, Civil Rights Consultant
P.O. Box 30008
Lansing, MI 48909

In accordance with Federal 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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) 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. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at **USDA Office of Assistant Secretary for Civil Rights Discrimination Complaint Filing**, or 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:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(202) 690-7442; or

email:

program.intake@usda.gov.

This institution is an equal opportunity provider.