

DATE: November 25, 2011
TO: Authorized Representatives of the Child and Adult Care Food Program
 (CACFP) – Day Care Home Component
FROM: Mike Ryan, Consultant
 Community Nutrition Programs
SUBJECT: Revised Guidance Memorandum H - Civil Rights Compliance and Enforcement in the
 Child and Adult Care Food Program

Enclosed is a copy of CACFP Guidance Memorandum H (Civil Rights Compliance and Enforcement in the
 Child and Adult Care Food Program), revised November 2011. **Please read carefully and be sure to
 implement all changes as needed.** Changes in the content of the enclosed guidance memo are
 summarized below.

Guidance Memorandum	New Requirements and/or Changes
H: Civil Rights Compliance and Enforcement in the Child and Adult Care Food Program	1) Clarifies that the required non-discrimination poster "...And Justice for All" which needs to be prominently displayed in the sponsor's administrative office must be the 11" X 17" size version. 2) Updates the complaint filing procedures with the current address. 3) Provides the non-discrimination statement and complaint filing procedures in Spanish. 4) Clarifies that documentation of the annual civil rights training must include staff names, topics covered and the date(s) of the training. 5) Provides additional guidance on the procedure for filing of complaints of discrimination and acceptance of complaints.

Information at the bottom of the guidance memo page gives the revision date and directs readers to the
 DPI Community Nutrition Team website, so agency staff can check to be sure they are using the most
 current revision of a specific guidance memo. The web address can also be used to locate electronic
 copies of documents and spreadsheets found in the guidance memos.

Enclosure