

**Child and Adult Care Food Program (CACFP)**

**CIVIL RIGHTS POTENTIAL BENEFICIARY DATA DETERMINATION FORM**

**INSTRUCTIONS**

The following potential beneficiary data must be collected **each year**. List the primary towns to be served by the institution with an estimate of the racial/ethnic make-up of the population to be served. The Connecticut State Department of Education (CSDE)'s [school enrollment data](#) assists with the racial or ethnic breakdown of each service area. The CACFP sponsor must retain all CACFP records on file for three years after the submission date of the final claim for reimbursement for the fiscal year to which they pertain; or if an audit is outstanding, until the audit is closed. Access to this data must be limited to authorized personnel. Collection of this information promulgates a policy as contained in [FNS Instruction 113-1](#) issued November 18, 2005.

Center/Provider Name: \_\_\_\_\_

ESTIMATED NUMBER IN ETHNIC/RACIAL CATEGORY *							
Town <i>(Indicate if statewide)</i>	ETHNICITY		RACE				
	Hispanic or Latino	Not Hispanic or Latino **	American Indian or Alaskan Native	Asian	Black or African American	White	Native Hawaiian or Other Pacific Islander
<b>TOTAL</b>							

\* Indicate **document source** from which this information is obtained: \_\_\_\_\_

\*\* This column equals the **total** of the races on this line (American Indian + Asian + Black + White + Native Hawaiian).

\_\_\_\_\_  
*Sponsor Representative's Signature*

\_\_\_\_\_  
*Date*



For more information, visit the CSDE's [Civil Rights for the CACFP Web site](#) or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

*This form is available at*  
[www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/cr/crpotbencacfp.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/cr/crpotbencacfp.pdf).

*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).*

*This institution is an equal opportunity provider.*

*The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).*