

## Civil Rights Compliance Coordinator – Section 504 Coordinator--

Name of Organization: \_\_\_\_\_

Per CACFP any site or organization that employ 15 or more individuals also need a compliance coordinator (Section 504 Coordinator). Please Confirm:

\_\_\_\_\_ Our organization has less than 15 employed staff and currently does not have an assigned Section 504 coordinator. We understands that once we have 15 or more staff we will notify CE to assign the role of the Section 504 Coordinator. We understand that this position can be assigned to another current staff and that the CE is not requesting site hire additional staff for this role.

\_\_\_\_\_ Our organization has less than 15 employed staff and has someone to provide technical assistance for modification compliance and while it is not required we are assigning the role of Section

504 Coordinator to: \_\_\_\_\_

\_\_\_\_\_ Our organization employes 15 or more individuals and is designating the following staff to act as a Section 504 Coordinator. The individuals responsibility includes:

1. Coordinating and monitoring the organization’s compliance with state and federal laws, regulations, and guidelines that prohibit discrimination on the basis of sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal by a person with a disability;
2. Overseeing prevention efforts to avoid civil rights violations from occurring;
3. Implementing the organization’s discrimination complaint procedures; and
4. Investigating complaints alleging discrimination based on the protected classes listed above

individual Assigned as 504 Coordinator: \_\_\_\_\_

Please note that the organization should document communication of those responsibilities to the above-named coordinator. This can be done through the individual signing and dating their job description.

Individual Completing this Form: \_\_\_\_\_

Signature: \_\_\_\_\_