

State Department of Education
Child Nutrition Programs
PO Box 83720
Boise, ID 83720-0027

Civil Rights Training for Site Staff

Site Name _____

Date of Training _____ Trainer _____

Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Persons responsible for reviewing CR compliance must receive training to assist in these duties. This training may be carried out as part of ongoing technical assistance.

State agencies are responsible for training CNP sponsors. Sponsors are responsible for training staff. **This would need to include all essential staff on an annual basis.** Specific subject matter must include, but not be limited to:

Required Training Topics

What is a Civil Rights complaint?

- “And Justice for All” poster
- Non-discrimination statement

What to do if someone has a civil rights complaint

- Refer to written Civil Rights procedure
- Who handles the complaint at the site (gives complainant CR Complaint Form and documents in Civil Rights Complaint log)?
- Who should the site staff inform of a civil rights complaint
- Civil Rights Complaint Log
- Civil Rights Complaint Form

Names of those attending:

Signatures of those attending:

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Trainers signature