

Civil Rights (CR) Training Agenda and Sign In Form

Institution or Site Name _____

Date of Training _____ Trainer _____

Training is required so that people involved in all levels of the administration of programs receiving federal financial assistance understand civil rights related laws, regulations, procedures, and directives.

State agencies are responsible for training Child Nutrition Program sponsors. Sponsors are responsible for training **all** staff that interacts with program applicants or participants (meal service staff, cafeteria staff, free and reduced application staff, etc.), and their supervisors. For the National School Lunch Program, the Hearing Official listed in the sponsor application must also receive civil rights training.

Training must occur on an **annual** basis.

Specific subject matter to be covered in training must include:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Participant Printed Name	Participant Signature	Date
Determining Official		
Confirming Official		
Hearing Official		

This institution is an equal opportunity provider.