

Checklist for Civil Rights Training

USDA Requirement: Program operators must train staff on Civil Rights requirements before staff assume their duties in Child Nutrition Programs and annually thereafter.

In order to meet the annual civil rights training requirement, the Mississippi Department of Education (MDE) offers Civil Rights training annually in-person for all Child Nutrition Program operators. Program operators are encouraged to use the Institute of Child Nutrition's (ICN) Civil Rights in Child Nutrition Programs e-Learning course found [here](#).

Outside of the two training options listed above, MDE does not evaluate training used to meet the Civil Rights annual training requirement.

Program operators are responsible for assuring that any annual Civil Rights training used meets all regulatory requirements and policies.

MDE Program Specialists/Monitors will ask for documentation of Civil Rights training during administrative and compliance reviews. Program operators must keep all data on file for **three** years, plus current year.

If Program operators choose to complete a different Civil Rights training other than MDE's or ICN's, below is a checklist to ensure the training is in compliance with the regulations.

Civil Rights Training specific subject matter must include, but not be limited to:

- **Collection and Use of Data**
 - Define how to collect racial and ethnic data
- **Effective Public Notification Systems**
 - Clarify where to display the "And Justice for All" poster and where to post the nondiscrimination statement
- **Complaint Procedures**
 - Explain how to properly file a Civil Rights complaint
- **Compliance Review Techniques**
 - Discuss the types of Civil Rights reviews and how program operators remain in compliance with Civil Rights requirements
- **Resolution of Noncompliance**
 - Spells out the steps to take to address a finding of noncompliance during a review
- **Requirements for Reasonable Accommodation of Persons with Disabilities**
 - Review special dietary needs
- **Requirements for Language Assistance (Limited English Proficiency)**
 - Points out that everyone who is entitled to program benefits are aware of them and ways to reduce barriers to participation of the Child Nutrition Programs
- **Conflict Resolution**
 - Discuss best practices when dealing with conflicts
- **Customer Service**
 - Provides tips on how to treat all with dignity and respect



To reference USDA Food and Nutrition Service Instruction 113-1, click [here](#).

USDA Nondiscrimination Statement

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

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