**Civil Rights Training Agenda and Sign-in Form**

Name of school food authority (SFA)/local educational agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 civil rights compliance must receive training to assist them in performing their review responsibilities. This training may be carried out as part of ongoing technical assistance.

State agencies are responsible for training SFAs/LEAs. SFAs/LEAs are responsible for training their local staff, which includes “frontline staff.” Frontline staff is all staff that interacts with program applicants or participants and those who supervise “frontline staff”. **Training must occur on an annual basis and civil rights records are to be kept for three years plus the current year.**

 Specific subject matter must include, but not be limited to:

1. **collection and use of data,**
2. **effective public notification systems,**
3. **complaint procedures,**
4. **compliance review techniques,**
5. **resolution of noncompliance,**
6. **requirements for reasonable accommodation of persons with disabilities,**
7. **requirements for language assistance,**
8. **conflict resolution, and**
9. **customer service.**

**Training Participant Printed Name Training Participant Signature**

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This institution is an equal opportunity provider.