

Civil Rights Training Requirement for Local Education Agency (LEA) Food Service Staff

All LEAs administering School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal with School Nutrition Program applicants and participants. Examples include cooks, servers, cashiers, lunchroom supervisors, clerks and administrators. Staff must be trained at least one time per year and documentation of the training must be kept on file at the local level.

The [Civil Rights PowerPoint presentation](#) and [training documentation](#) are available on the [Civil Rights page](#) of the [Food and Nutrition Services website](#). Additional information concerning Civil Rights is also available on the site.

Below is the full Nondiscrimination Statement that must be included on all print and non-print materials (including but not limited to audio, video, website, brochures, newsletters, by-laws, etc.).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov .

If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in the same size as the text:

"This institution is an equal opportunity provider."

Please contact DESE, Food and Nutrition Services at 573-751-3526 if you have any questions.