

Civil Rights Training



Participant
HANDOUTS

Civil Rights Training Pre-Test

Read each statement and circle TRUE or FALSE.

1. Civil Rights training is required so that individuals who administer programs that receive federal financial assistance understand civil rights related laws, regulations, procedures and directives.	TRUE	FALSE
2. The protected areas of the Child Nutrition Programs administered by TDA, Food & Nutrition Division are race, color, national origin, age, sex and disability.	TRUE	FALSE
3. Civil Rights complaints can only be submitted in writing to the appropriate state agency or the Food & Nutrition Service (FNS) headquarters.	TRUE	FALSE
4. School districts do not have the responsibility to take reasonable steps to ensure access to their Child Nutrition Programs for individuals who have Limited English Proficiency (LEP).	TRUE	FALSE
5. Disability is a physical or mental impairment that limits one or more of an individual's major life activities.	TRUE	FALSE
6. Through public notifications, school districts must inform applicants, participants and potentially eligible individuals of their rights to receive meal benefits.	TRUE	FALSE

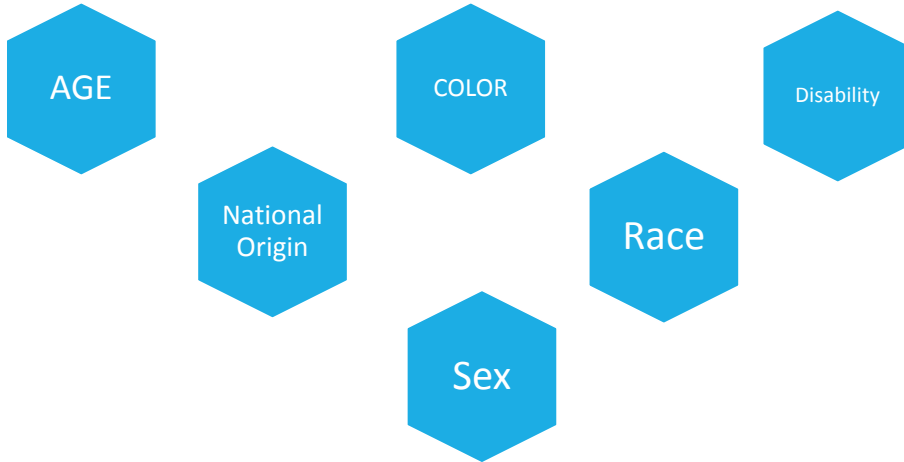
What is Discrimination?

Discrimination is defined as the act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on the protected bases.

What is Civil Rights?

The nonpolitical rights of a citizen; the rights of personal liberty guaranteed to U.S. citizens by the 13th and 14th amendments to the U.S. Constitution and by acts of Congress.

What are the six protected bases for Child Nutrition Programs?



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The 1999 “And Justice for All” posters are to be used in all programs administered with FNS funds. Text in Nondiscrimination Statements and the revised FNS Instruction 113-1 are different from text on the posters. FNS recognizes this, but directs that the 1999 version of the poster is acceptable for display.



Non-Discrimination Statement

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Non-Discrimination Statement

El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés "USDA") prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y, según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios prohibidos se aplicarán a todos los programas y/o actividades laborales).

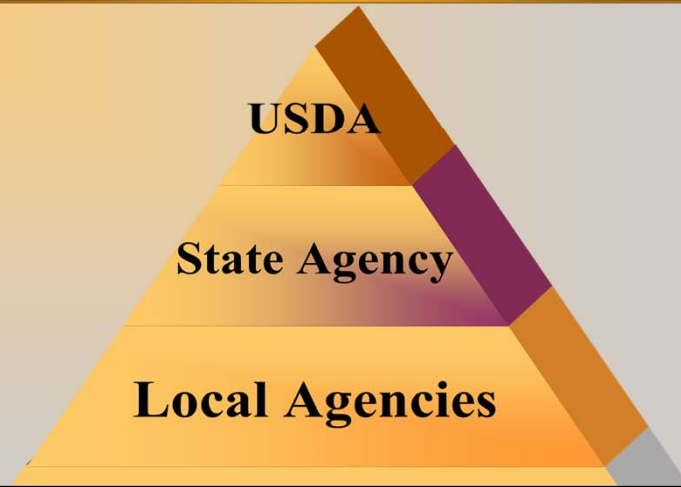
Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a program.intake@usda.gov.

Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español).

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.



Civil Rights Training



Discrimination Complaint Form

1. Your name: _____
2. Your address: _____
3. Your telephone: _____
4. List other ways to contact you: _____

5. Name and address of person(s) or organizations you are filing a complaint against:

6. Tell what happened that made you feel you had been discriminated against and the dates they occurred.

7. State on what basis you feel discrimination exists (race, color, national origin, sex, age or disability).

8. List names, titles and addresses of persons who may have knowledge of the actions given in number 6 above:

	Name	Title	Address
a.			
b.			
c.			
d.			
9. Date: _____

All complaints, written or verbal, shall be accepted by the school food authority and forwarded to the Food and Nutrition, Texas Department of Agriculture.

(CE Name)

(School Year)

Policy for Handling Discrimination Complaints

Policy: All cafeterias will display the updated nondiscrimination poster in a prominent location for public viewing in the serving area.

Procedures: The cafeteria manager or unit supervisor will:

1. Listen to parent complaints or concerns, try to answer questions, and provide them with a discrimination complaint form to be completed.
2. The completed form will be forwarded to the district Child Nutrition Director.

Procedures: The Child Nutrition Director will:

1. Forward the discrimination complaint form to the Food and Nutrition Division of the Texas Department of Agriculture at:

Food and Nutrition Division
P.O. Box 12847
Austin, TX 78711

2. Texas Department of Agriculture will forward information to USDA.

Civil Rights Training Post-Test Activity

1. The Non-Discrimination Statement indicates we cannot discriminate based on what areas?

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2. Do discrimination complaints have to be written?

YES or NO

3. What is the procedure for handling a discrimination complaint?

4. Who needs to be trained on Civil Rights and how often?

5. Where should the discrimination poster be located? And where does it come from?