

## Civil Rights Training Post-Test Activity Answers

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

**ANSWERS:**

Age  
Color  
Disability  
National Origin  
Race  
Sex

2. Do all complaints have to be submitted in writing?

**ANSWER: No, can also be verbal, record on the Discrimination Complaint form, send to director then forward to TDA.**

3. What is the process that cafeteria staff needs to follow in order to handle a discrimination complaint?

**Step 1** - Have complainant complete the form, or complete for them.

**Step 2** – Forward the completed complaint form to district director.

**Step 3** – District director forwards form to TDA who forwards to USDA.

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

**ANSWER:**

**All staff funded by the child nutrition program must be trained each year as well as any staff providing meals to students and the CE's Hearing Official.**

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

**ANSWER: One poster is sufficient per site and needs to be displayed in a prominent location, viewable by participants. The poster can now be downloaded from the USDA or TDA websites. The poster must be printed on 11x17 paper and in color. Do not alter the poster in any way.**

<http://www.fns.usda.gov/sites/default/files/475C.pdf>