

Civil Rights Training Script



SAY	DO	MATERIALS
<p>Welcome to our annual Civil Rights Training. Please sign in so our district has documentation that you have received this training.</p> <p>This training was developed by the Texas Department of Agriculture, called TDA, directly from federal regulations.</p> <p>TDA is the state agency in Texas that oversees all the federal feeding programs in schools.</p>	<p>Instruct participants on where to sit. Arrange all materials at arm's length on a table in front of you. Pass out handout packets and pencils or pens for all participants.</p>	<p>Sign In Sheet Handout packets Pens or pencils Power Point or Visual Aids</p>
<p>First let's see how much we know about Civil Rights. Turn to the Pre-Test in your handout packet. As I read the statement circle the answer True or False.</p>	<p>Give participants a few minutes to complete then ask for answers from the group.</p>	<p>Pre-Test Handout</p>
<p>The National School Lunch Program is administered at the Federal Level by the Food and Nutrition Service (FNS), an Agency of the U.S. Department of Agriculture (USDA).</p> <p>Document 113-1 is the USDA Instructions for Civil Rights compliance in the food program.</p> <p>“The purpose of this Instruction is to establish and convey policy & provide guidance & direction to the USDA F&N Service and its recipients and customers, and ensure compliance with and enforcement of the prohibition against discrimination in all FNS nutrition programs & activities, whether federally funded in whole or not.”</p>	<p>Show document</p>	

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<p>It is called “Civil Rights Compliance and Enforcement—Nutrition Programs & Activities”</p> <p>Since our school district receives federal dollars from USDA for feeding children we must comply with Civil Rights regulations.</p>		
<p>So what is discrimination?</p> <p>And what does Civil Rights mean?</p>	<p>Read description on visual aid or PPT slide</p> <p>Read description on visual aid or PPT slide</p>	<p>Discrimination visual aid</p> <p>Civil Rights visual aid</p>
<p>There are several laws that give USDA authority for this guidance.</p> <p>Some of those laws are:</p> <p>Title VI of the Civil Rights Act of 1964</p> <ul style="list-style-type: none"> - Prohibits discrimination based on race, color, and national origin - In programs receiving federal funding & implementing USDA regulation <p>Americans with Disabilities Act</p> <p>Title IX of the Education Amendments of 1972 – Sex</p> <p>Section 504 of the Rehabilitation Act of 1973</p> <ul style="list-style-type: none"> - Disability <p>Age Discrimination Act of 1975</p> <p>Civil Rights Restoration Act of 1987</p> <p>Food Stamp Act of 1977, amended</p>		

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<p>Enforcement of Civil Rights of 1964, national origin discrimination against persons w/ limited English proficiency AND</p> <p>USDA Regulation 7 CFR Part 16, Equal Opportunity for Religious Organizations</p> <hr/> <p>There are 6 FNS nutritional assistance programs protected bases.</p> <p>Our district needs to make sure that everyone has access to food program information and services.</p>	<hr/> <p>Show protected bases visual aid or PPT slide.</p> <p>Activity – Ask participants to brainstorm an acronym for the 6 protected bases to help remember them. Write the acronym on a paper and show everyone. Ex. NORCADS,</p>	<hr/> <p>Six Protected Bases visual aid</p>
<p>If we fail to provide services to Limited English Proficiency persons, applicants, or participants, or deny access we may be discriminating on the basis of national origin.</p> <p>Food program applications are available in many languages from USDA.</p> <p>Our district must offer the ones that match our student population.</p> <p>USDA identifies faith based organizations as partners in providing nutrition assistance to needy individuals.</p> <p>USDA also prohibits discrimination based on</p> <ul style="list-style-type: none"> - Religion, religious beliefs, or religious character 		

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<p>There must be no separation based by race, color, sex, handicap, age or national origin in:</p> <ul style="list-style-type: none"> - Eating periods - Seating arrangements - Serving lines - Eating areas <p>For example: all boys, all girls</p> <p>To tell our community about the food program in our schools each year, our district must send the full application and income guidelines to a widely circulated newspaper and request that the information be printed.</p> <p>The purpose is to inform applicants, participants, and potential eligible students of:</p> <ol style="list-style-type: none"> 1. Program Availability 2. The Nondiscrimination Statement <p>And</p> <ol style="list-style-type: none"> 3. Complaint Information <p>Applicants & participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures.</p> <p>All information, materials & sources we use to inform the public about the food programs must contain a nondiscrimination statement.</p> <p>The statement is not required, but recommended on menus.</p> <p>It is not required to be printed on items such as cups, buttons, magnets, and pens - When the size is impractical</p>		

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<p>We must post the nondiscrimination poster in an area that is visible to our customers where we serve reimbursable meals. The poster is available to be downloaded and printed from the TDA website but must be 11 X 17 and in color.</p>	<p>Show the “And Justice for All” Poster</p>	<p>“And Justice for All” Poster</p>
<p>The current statement must be included in full on all materials produced for the public, including the website. The most current statement is always what is printed on the current year meal application.</p> <p>All districts sign an assurance that they will operate in compliance with all regulations, laws, guidelines, policies, and instructions.</p> <p>Our district signed this agreement with the state agency when we originally came on to the Child Nutrition Program then we update yearly online.</p>	<p>Read the English nondiscrimination statement on visual aid or PPT slide (which is different than the poster).</p>	<p>Nondiscrimination statement visual aid</p>
<p>The purpose of training is that all levels understand civil rights laws, directives, procedures, and directives.</p> <p>All Child Nutrition personnel and those involved in operating the program must be trained if they are involved in the programs.</p> <p>All districts are required to obtain data by race & ethnic category on potential eligible students, applicants, and participants in the programs.</p> <p>In Texas this information is gathered by the PEIMS staff, not food service. Texas retains this information for 5 years.</p>	<p>Refer to pyramid chart or PPT slide.</p>	<p>Staff Pyramid visual aid</p>

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<p>Any person alleging discrimination has the right to file a complaint within 180 days of the alleged action.</p> <p>All food service personnel should be aware of the district's policy for handling discrimination complaints.</p> <p>The person making the complaint and the school are encouraged to solve this at the lowest possible level and as quickly as possible.</p>		
<p>A sample complaint form is provided to us by TDA.</p> <p>When someone comes to the cafeteria to make a complaint about discrimination they need to be given the complaint form to fill out. An oral complaint can also be recorded on this form by another person.</p> <p>The manager should try to solve the issue if possible.</p> <p>The complaint can be given verbal or written.</p> <p>Once received, the complaint must be forwarded to the Child Nutrition Director who forwards it to TDA then TDA forwards all complaints to USDA.</p> <p>State Agency will:</p> <ul style="list-style-type: none"> - Accept & acknowledge the complaint - Gather facts to support or refute complaint's allegation (s) - Ensure all relevant sources of info are investigated 	<p>Refer to Complaint Form handout.</p> <p>Refer to District Policy template handout or local printed policy.</p>	<p>Complaint form handout</p> <p>District Policy template for Handling Discrimination Complaints handout or local district policy</p>

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<ul style="list-style-type: none"> - Review & evaluate the facts - Implement corrective action plan, if necessary <p>TDA is required by USDA to conduct an Administrative Review (AR) visit to our district once in each 3 year cycle.</p> <p>The purpose of this visit is to see if we are in compliance with all regulations and guidelines.</p> <p>Civil Rights findings during the AR require a corrective action plan that ensures compliance with the “FND 113-1 Instructions”.</p> <p>Districts must submit an acceptable corrective action plan if a finding is noted.</p> <p>Failure to respond or correct the finding may result in suspension or termination of financial assistance to our program.</p>		
<p>During an AR, TDA will ask:</p> <ul style="list-style-type: none"> - Have you ever received any written or verbal complaints alleging discrimination? - If YES, have these complaints been reported to the State Agency? - What is your policy to handle a complaint of discrimination? <p>All food service personnel need to be able to answer these questions.</p>	<p>Activity - Give participants a few minutes to complete the post-test then review answers with the group. Provide certificates.</p>	<p>Post-Test handout Certificates</p>