Civil Rights Training Guide

the following topics can be used for annual Civil Rights staff training

(1) Review the *And Justice for All* Poster. How do you practice this at your enter?

(2) Review the *Federal Relay* Poster. How does this benefit your center?

(3) Review the *Building for the Future* Poster. Discuss how this document helps to establish equal opportunity.

(4) Review your center's procedure for filing a complaint of discrimination.
- Discuss possible situations that could arise.
- Does the procedure cover all basis?
- Is there a way to file a verbal and a written complaint?
- Is there a way to file a complaint anonymously?
- Who oversees and follows up with the complaints at your center?
- How do you make sure a complaint has been corrected, followed up, and that it will not happen again?

(5) Discuss the importance for adding a non-discrimination statement and how to file a complaint on the parent handbook and/or other materials provided to parents by the center.

(6) Discuss the Racial/Ethnic makeup of the enrolled children and how it measures up to the racial/ethnic data for your County.
- Do minority populations have an equal opportunity to participate in your program?
- Has the center created an inclusive environment for both the enrolled children and the staff?

(7) Review the MT CACFP Civil Rights Policies
- Civil Rights Compliance
- Non-discrimination

(8) Discuss how to find Civil Rights information.
- CACFP Website – Home Page – Civil Rights
- USDA Website
- Other

(9) Review the Nondiscrimination and Free and Reduced-Price Policy Statement
- Is there a separate or identifiable fee for meals?
- Is there any separation:
  - In eating area?
  - In serving lines?
  - In seating arrangements?
  - In assignment of eating period?

(10) Utilize one of the past Civil Rights training agendas provided by the State Agency (available on the CACFP website at www.bestbeginnings.mt.gov).