

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 center?
- (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).