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Date: October 27, 2009

To: School Food Authorities (SFAs)

From: Christine Emerson, School Nutrition Programs Director

Subject: Civil Rights Training Requirement for School Nutrition Programs Staff

The SFAs administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. Examples include cooks, servers, lunchroom supervisors, clerks and administrators. Districts must train frontline staff at least one time per year and keep documentation (training topics, date of training, name of attendees) on file at the local level.

At a minimum, the training must include: collection and use of data (racial/ethnic data), an effective public notification system, provision for equal access to the programs, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

School Nutrition Programs has created a presentation that SFAs may use to meet these requirements. The training can be found at [www.opi.mt.gov/schoolfood/index.html](http://www.opi.mt.gov/schoolfood/index.html) (click on "School Programs Forms and Guidance" and look under "Civil Rights"). There is also a form in this same location that may be used to document training and a certificate that may be given to attendees.

If you have questions, please contact School Nutrition Programs at (406) 444-2501.