



Massachusetts Department of Elementary and Secondary Education

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Jeffrey C. Riley
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MEMORANDUM

To: National School Lunch Program Sponsors
From: Robert M. Leshin, Director
Office for Food and Nutrition Programs
Date: June 18, 2019
Subject: Civil Rights Training Requirements

According to the U.S. Department of Agriculture (USDA) Food and Nutrition Service, FNS Instruction 113-1 issued in 2005, all Child Nutrition Program (CNP) Sponsors receiving federal funds are required to complete civil rights training each year and are responsible for training their staff annually.

To ensure compliance with this requirement, effective SY 2019-2020, an Authorized Signatory will be required to complete a State-approved training module and submit a 'Civil Rights Training Certification of Completion' as part of the annual application packet. Training must be completed after June 1st to credit for the upcoming fiscal year and the certificate must be uploaded to the annual application in the security portal prior to application approval. Failure to comply with the requirements and submitting documentation will result in a delay of the application approval.

All other program staff will be required to complete this civil rights training; documentation of this will be reviewed during the Administrative Review. During the Administrative Review, certificates of completion, dated sign-in sheets and a list of all NSLP staff must be available to ensure compliance.

The State-approved training tool is the Nuts & Bolts of School Nutrition Programs On Demand online module: *Civil Rights for Child Nutrition Programs*. This free training module is located on the John C. Stalker Institute's (JSI) website at <http://www.johnstalkerinstitute.org/nb/ondemand/home.htm> and is always available to registered users.

Access to the training module will require a login. Anyone not already registered must request a login at <http://www.johnstalkerinstitute.org/users/Login.php?Ref=/nb/ondemand/index.php>. Be aware that new user approval may take up to two business days. This online module may be used to train staff individually or in a group, and documentation of completion must be maintained for review. Instructions on appropriate recordkeeping documentation for group trainings can be found on JSI's website.

It is important to note the specific training detailed above will be the ONLY acceptable civil rights training to meet this requirement.

Sponsors also participating in the Child and Adult Food Care Program (CACFP) and Summer Food Service Program Sponsors (SFSP):

School sponsors also operating the CACFP may use the NSLP module, *Civil Rights for Child Nutrition Programs* to satisfy the civil rights training requirement in the CACFP annual application.

However, school sponsors operating the SFSP must utilize the available civil rights training, *SFSP Civil Rights Training*, posted in the SFSP section of the Document and Reference Library in the online security portal. As a reminder, the participant completing the training for the application component must be listed as an Authorized Signature in the application. Each sponsor is also responsible for training all their summer program staff on civil rights each year.

Any questions should be directed to Nutrition@doe.mass.edu or 781-338-6480.