

Instructions for *Nuts & Bolts of School Nutrition Programs On Demand* Group Trainings

Before the Training - Complete these steps at least one week before the training:

1. Prepare an *attendance sheet* (template available for download on the JSI website) that includes the following:
 - Date of Training
 - Name of Training
 - Location (name of school and district)
 - Participant Names (printed clearly or typed)
 - Group training facilitator's contact information
2. Schedule the training date and time and reserve a quiet, comfortable room with internet and AV access.

On the day of the training:

1. Set up computer, projector, screen and speakers. Be sure you have access to the internet.
2. Have all participants sign the attendance sheet.
3. Show the training to your group.
4. Review the learning objectives and knowledge check questions.
5. Address any questions.

After the training:

1. Email the attendance sheet to johnstalker@framingham.edu and request the certificate of training (you will receive *one* certificate for the group, with the attendance sheet attached).
2. Maintain an electronic file and a printed copy of the certificate of training attached to the attendance sheet for documentation for your Administrative Review.

Civil Rights Training: To be completed every school year (June 1 – May 31) by all school nutrition program staff

[Nuts & Bolts of School Nutrition Programs On Demand online module: *Civil Rights for Child Nutrition Programs*](#) is a 45-minute, **State approved training module** to assist in the annual staff training requirement. If you have any questions please contact nutrition@doe.mass.edu.

Background: Since [FNS Instruction 113 Civil Rights Compliance and Enforcement – Nutrition Programs and Activities](#) was issued in 2005, there has been an increased focus on ensuring that everyone has equal access to the benefits of Child Nutrition Programs and ensuring that the rights of anyone who comes into contact with Child Nutrition Programs is protected and all programs are in compliance with federal and state laws. Per the [Civil Rights Training Requirements memorandum issued on June 18, 2019](#), one of the contacts listed under the “Authorized Signatures” section of your [application packet](#) will need to complete the state-approved training module and needs to be uploaded into the Civil Rights Training Certificate of Completion Component of the Application Packet. All other program staff are required to complete the same training annually and documentation will be reviewed during the administrative review. Additional Resources:

- [Decision Tree: Handling complaints in Child Nutrition Programs](#) – Reference to help you/your staff decide what to do when you receive a complaint.
- [Sample Civil Rights Complaint Log](#) - Download a customizable template you can use to document civil rights complaints you have received. Pro Tip: Don’t wait until you receive a complaint to develop a log! Start a blank log today and label it with the current school year. If you don’t receive any complaints, you can just file an empty log to show that no complaints were received.

Food Allergy Awareness Training: To be completed every 5 years by all school nutrition program staff.

[Nuts & Bolts of School Nutrition Programs On Demand Food Allergies](#) is a one-hour training recognized by DESE and MDPH as an acceptable training required in the Allergen Awareness Act, M.G.L.c.140, § 6B. If you have any questions please contact nutrition@doe.mass.edu.