

Agency Name: \_\_\_\_\_  
FFY2022 (20221001-20220930)

### CIVIL RIGHTS TRAINING FOR PEOPLE WHO ASSIST WITH FNS PROGRAMS

- Goals of civil rights – fairness and equality of treatment and benefit delivery
- Legal prohibitions – discrimination is prohibited on the bases of race, color, national origin, age, sex, and disability in special nutrition programs funded by the USDA, Food and Nutrition Service. (SNAP (formerly known as Food Stamps) and Food Distribution Program on Indian Reservations also prohibit discrimination based on religion and political beliefs in addition to the bases listed above.)
- Types of Discrimination – Disparate treatment (intentional), disparate impact (neutral rule impacts disproportionately on a group), reprisal/retaliation against complainant or his/her family, associates or others involved in complaint process or exercising civil rights.
- Exceptions - Congress can establish a program that is intended for certain groups of people, and it is not discrimination to exclude those who do not meet eligibility requirements. For example, Congress can set age limits, and this is not age discrimination or disability discrimination for those who do not meet the age limits.
- When do civil rights rules apply – Civil rights rules apply any time there is any federal financial assistance. Federal financial assistance is receiving anything of value from the federal government – not just cash. It can include commodities, training, equipment, and other goods and services.
- Special circumstances
  - Make sure people with disabilities are accommodated. Sites should be accessible to people with all types of disabilities (e.g. mobility, sight, hearing, other) or alternate means of service delivery should be advertised and provided.
  - Provide other language assistance to persons with limited English proficiency who could not gain meaningful access to the program without other language assistance. Assistance must always be provided to LEP households, but the level or type of assistance can vary based on circumstances.
- Other requirements
  - Treat all people with dignity and respect.
  - Display the USDA “And Justice for All...” non-discrimination poster in a place where it can be seen by all who visit the premises.
  - Include the USDA non-discrimination statement on all materials that mention USDA funded programs and make sure the statement is also on web sites that mention USDA funded programs.
  - Conduct outreach to ensure that potentially eligible persons and households are aware of the program and have information on how to apply. Provide suggestions about how to make more people aware of the program and how to receive benefits.
  - Maintain confidentiality. It is not appropriate to talk about who is receiving benefits or to make remarks about them. Never share information with others regardless of an expression of good intentions. Refer all requests for information to managers. What happens at the site stays at the site. The exception, of course, is any illegal or inappropriate behavior that should be reported to state or federal officials.
  - Collect racial/ethnic data (except TEFAP) and use it to target outreach and to assess participation. Make sure individual data are kept confidential. If people refuse to provide, you must code for them based on perception.

- Cooperate with State and Federal reviewers. They are required to conduct periodic compliance reviews to help insure that program and civil rights rules are being obeyed.
- If there is non-compliance, correction of problems and voluntary compliance is sought. Failure to abide by civil rights rules can lead to loss of Federal financial assistance.
- Sexual harassment is prohibited. Do not engage in or tolerate unwanted or unwelcome sexual behavior including jokes, touching, requests for sexual favors, etc. Report violations to management or to state or federal officials.
- Advise people who allege discrimination about how to file a complaint. To file a complaint of discrimination complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690- 7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).
- If conflicts occur, remain calm. Call for assistance immediately if you feel threatened. Consider mediation or a third party to help resolve the situation.
- Follow the platinum rule – treat people the way they would like to be treated (or be aware of what that is)!

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Only Sign Paragraph Applicable to your Organization

As a representative of my organization, I \_\_\_\_\_ attended the  
Full Name/Title  
 online "Train the Trainer" Civil Rights Training provided by Shared Harvest Foodbank on \_\_\_\_\_.  
Date

By signing this form, I am confirming that all volunteers and/or staff that have direct contact with customers have been trained by me. Please see the attached form with the names of all person(s) trained and the dates of their training.

\_\_\_\_\_  
 Authorized Representative Signature Date

**--Or--**

As a representative of my organization, I \_\_\_\_\_ attended the  
Full Name/Title  
 online "Train the Trainer" Civil Rights Training provided by Shared Harvest Foodbank on \_\_\_\_\_.  
Date

By signing this form, I am confirming that all volunteers and/or staff that have direct contact with customers also attended the same online training. Please see the attached form with the names of all person(s) trained and attendance date.

\_\_\_\_\_  
 Authorized Representative Signature Date

