

**Alabama State Department of Education
Child Nutrition Programs
Civil Rights Training Policy**

Training is required so that individuals involved in all levels of administration of programs that receive federal financial assistance understand federal laws, regulations, instructions, policies, and other guidance. All Child Nutrition staff in the state agency and all local staff who work directly with potential beneficiaries, applicants, and participants must attend the annual civil rights training webinar conducted by the state agency every July. Staff and volunteers must receive training appropriate to their roles and responsibilities. The webinar is recorded and shared with sponsors. New employees must be trained within 30 calendar days of employment. State administrators and local directors must maintain documentation of attendance at the training.

FNS Regional Office of Civil Rights (OCR) and the state agency are responsible for training state agency staff. The state agency is responsible for training local agencies annually.

Local agencies annually train their subrecipients, including frontline staff who interact with applicants, participants, and those who supervise frontline staff. All trainings must address:

1. Collection and use of data;
2. Effective public notification systems;
3. Complaint procedures;
4. Compliance review techniques;
5. Resolution of noncompliance;
6. Requirements for reasonable accommodation of persons with disabilities;
7. Requirements for language assistance;
8. Conflict resolution; and
9. Customer service

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