

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2012

Policy No. CR-5

Revised: October 1, 2017

Civil Rights Training

Authority

7 CFR §246.4(a)(17)

22 MRSA §255 and §1951

USDA FNS Instruction 113-2, Revision 1

Policy

1. The State Agency shall make resources available for civil rights training.
2. All Maine CDC WIC Nutrition Program staff shall receive civil rights training annually.
3. Local Agencies shall keep records of civil rights trainings and submit records to the State Agency annually.

Procedure

1. The State Agency shall retain copies of the following materials:
 - 1.1. FNS Instruction, 113-1 (see Appendix CR-5-E)
 - 1.2. Title IX, Education Amendments, 7 CFR Part 15a (sex discrimination)
 - 1.3. Section 504, Rehabilitation Act of 1973, 7 CFR Part 15b
 - 1.4. Racial/Ethnic data collection policy and reporting requirements
 - 1.5. Age Discrimination Act of 1975, 45 CFR Part 91
 - 1.6. Americans with Disabilities Act, 28 CFR Part 35
 - 1.7. DHHS Litigation & Class Standards (CLAS)
2. Topics for civil rights training shall include, but are not limited to:
 - 2.1 Rights and obligations
 - 2.2 Compliance review requirements
 - 2.3 Collection and use of racial/ethnic data

- 2.4 Public notification and outreach procedures
- 2.5 Complaint procedures
- 2.6 Resolution of noncompliance
- 2.7 Requirements for reasonable accommodation of persons with disabilities
- 2.8 Requirements for language assistance with:
 - 2.8.1 Conflict resolution
 - 2.8.2 Customer service
- 3. Local Agency directors or their designee(s) shall provide training covering information from State Agency and/or FNS memos and updates. Annual presentations to Local Agency staff shall include obligations under civil rights rules, regulations, and instructions. Refer to the following appendices for training materials:
 - 3.1 Appendix CR-5-A Maine WIC Civil Rights Training (Powerpoint for trainers)
 - 3.2 Appendix CR-5-B Maine WIC Civil Rights Training Facilitator Guide
 - 3.3 Appendix CR-5-C Maine WIC Civil Rights Training Trainee Workbook
 - 3.4 Appendix CR-5-D Maine WIC Civil Rights Training Self-Paced Training
- 4. The State Agency shall offer the following information to Local Agency directors, to be provided to Local Agency staff:
 - 4.1 Briefing for new employees
 - 4.2 State Agency and FNS memos and updates
 - 4.3 Presentations by staff other than WIC Program staff
 - 4.4 Presentations by or consultation with content area experts as needed
- 5. Local Agency staff shall document training hours in the WIC Training log, as discussed in Policy OM-13, Training and Continuing Education Requirements for Direct Service Staff.