

SECTION: ADMINISTRATION POLICIES AND PRACTICES

SUBJECT: Local Agency Staffing Requirements

ITEM: Civil Rights Training

Policy

The local agency (LA) shall ensure that all WIC staff receives training at least once every twelve months on civil rights related laws and procedures.

Authority

7 CFR 246.3 (f), 246.6 (b) (10), 246.8, 246.25 (a)(1)
FNS Instruction 113-1, Section XI
22 CCR (CA ADC) Section 40693 (a), (b), and (c)

Required Procedures

- I. The LA shall use the training materials provided by the State Agency to conduct civil rights training at least once every twelve months to cover, at a minimum, the following topics:
 - A. collection and use of data;
 - B. effective public notification systems;
 - C. compliant procedures;
 - D. compliance review techniques;
 - E. resolution of noncompliance;
 - F. requirements for reasonable accommodation of persons with disabilities;
 - G. requirements for language assistance;
 - H. conflict resolution; and
 - I. customer service.

- II. The LA shall maintain a record of staff's attendance at civil rights training and shall include, at a minimum, the following information:
 - A. date(s) of training;
 - B. location;
 - C. subject matter; and
 - D. the printed name and signature of staff attending the training.
- III. The LA shall document, as above, when individual follow-up training is provided to staff who missed the group training.
- IV. The LA shall ensure that all new WIC staff receives the required training within the first year of employment.